



Planning and Development Assistant (Development)

Sturgeon County

Closes September 28, 2026

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This position is primarily responsible for providing clerical support for the development component of the Planning & Development department, and a first point of contact for county residents.

Secondarily, this position will also provide additional clerical support for the planning component of the department.

This is an on-site position.

KEY DUTIES AND RESPONSIBILITIES

Administrative (50%)

- Types correspondence, agendas, minutes, reports, and other related materials as required.
- Accepts and receipts payment for municipal goods and services and ensures that batches get closed on a weekly basis.
- Completes refunds as necessary for (e.g., lot grading and approach deposits).
- Accepts incoming mail for the department and distributes/addresses as needed.
- Creates and completes data entry for indexing and document filing of internal referrals, compliance certificates, development applications, enforcement complaints and other documents.
- Performs data entry of development applications as an E-Site Administrator.
- Compiles documentation for minor POPA information requests and Records Search.
- Completes and compiles documentation and issues Routine Records Search requests.
- Monitors and ensures that relevant development information on the County's website is updated, as necessary.

- Performs data entry of development applications as an E-Site Administrator Enforcement.
- Assists with enquiries received from internal departments.

Development Permits (15%)

- Assists customers in understanding and completing development applications and ancillary applications (approaches).
- Supports the Development Officer(s) and Technician when responding to public inquiries and applications related to all development related matters.
- Processes Lot Grading Certificates in accordance with Lot Grade Procedure and refunds accordingly.
- Undertakes all development application referrals as required.

Safety Codes (15%)

- Assists customers in understanding and completing Safety Code (Building, Electrical, Plumbing, Gas and Private Sewage) applications.
- Undertakes monthly audit of Safety Code permits.
- Reviews monthly invoice of Safety Codes contractor for accuracy.
- Provides backup to contracted Safety Codes Assistant, entering all Safety Code permits.

Front Counter (10%)

- Covers the department's front counter and accepts development and building permit applications, requests for compliances and approach applications.
- Answers telephone, email, and counter inquiries for the department.
- As appointed by Council as a Fire Guardian, issues fire permits as required.

Other Related Duties (10%)

- Provides back up and holiday relief for the Planning & Development Assistants.
- Supports a positive, proactive, innovative, professional, and customer first culture in the department.

- Coordinates departmental research of files in relation to Environmental Site Assessment information requests.
- Performs the duties of an Information Management Contact for the department.?
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Completes special projects as required.
- Acts as witness for subdivision endorsements.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

The following are required in this position:

- Post-secondary training or certificate in Office Administration.
- A clear Police Information Criminal Record Check is required.
- Minimum of 2 years of relevant experience in a clerical role or equivalent within a professional office setting if no formal training or certification in an equivalent Office Administration program.
- Ability to read, follow, and understand processes, procedures, and policies to perform work in accordance with expectations.??
- Ability to apply a forward-thinking approach while working to ensure that processes are efficient and operating as intended.??
- Strong organizational and time management skills with the ability to work independently, or in a multidisciplinary or team environment, understanding how to prioritize and complete high volumes of competing work, with a high degree of accuracy without additional support, review, and proofreading.
- Demonstrated ability to apply critical thinking, analytical thinking, ethical judgement, discretion, professionalism, and diplomacy.
- Flexibility to adapt to a demanding environment and maintain customer service standards and conflict resolution skills, with the ability to actively listen and communicate inclusively and respectfully, and to manage and resolve confrontational situations effectively.
- Able to handle confidential and sensitive information according to the Freedom of Information and Protection of Privacy Act and corporate guidelines.



- Proven ability to effectively communicate in writing or verbally, in a clear, objective, logical and sensible manner.
- Ability to maintain confidentiality when dealing with sensitive situations and/or information.
- Proficiency when using all Microsoft Office Programs (Excel, Word, and PowerPoint, etc.) and Adobe Acrobat suite applications.
- Ability to adapt to using multiple productivity applications such as E-Site, Content Manager, GIS or any other future database input and output applications.