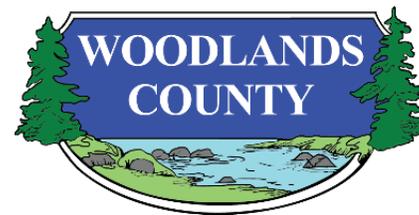


EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Administrative Assistant, Planning Services - Competition No: 2026-09

Reporting to the Manager of Planning Services, this position is responsible for providing administrative support to the Planning Services Manager and Development Officer on tasks associated with land development within the municipality. The role also acts as a liaison with ratepayers regarding planning and development matters.

Functional Responsibilities

- Prepare development, subdivision, and land use amendment applications along with accompanying background information for review by the Development Officer or Manager.
- Interpret Woodlands County statutory plans and the Land Use Bylaw to support job duties and ensure consistent guidance to the public on land use applications.
- Process and issue decisions on low-complexity development permits as directed by the Manager and assist the Development Officer with simple subdivision applications.
- Accept development permit, subdivision, and land use amendment applications from members of the public via paper submissions or online portal.
- Respond and filter general in-person and telephone enquiries related to planning and development, monitor the department's planning email, and prepare correspondence for mail-out, including any letters, referrals, approvals, or refusals, for development permit applications, subdivision applications, land use amendment applications, or enforcement matters.
- Ensure training requirements of the Subdivision and Development Appeal Board Members are up to date.
- Schedule meetings for the Development Officer and Manager, Planning Services, with ratepayers.
- Ensure planning-related forms and the department webpages have current information and report any necessary updates to the Manager.
- Maintain department logs, including permits, applications, and collected fees.
- Create and update land files for newly formed parcels resulting from subdivisions or lease disposition changes and maintain and manage the land file system and records retention.
- Assign rural addresses, ensuring address information is current on the county's mapping and taxation software system.
- Ensuring Planning items in the action tracker/work orders/Teams are recorded and tracked.
- Prepare, submit, and organize advertisements in accordance with advertising policies for planning and land use matters, including Notice of Decisions, Discretionary Use, Public Hearings, Open Houses, and other related advertising.
- Prepare and complete meeting agendas, packages, and minutes for the Municipal Planning Commission, Subdivision and Development Appeal Board.
- Perform other related duties as directed by the Manager of Planning Services.

Functional Requirements

- Exceptional data entry and communication skills, both written and verbal.
- Strong organizational skills and ability to determine efficiencies in regular tasks.
- Ability to work independently with minimal guidance and in a team setting.
- Highly motivated with a collaborative team spirit.

Qualifications & Education Requirements

- Office Administration Certificate or Business Diploma or equivalent experience.
- Proficiency with Microsoft PowerPoint, Microsoft Word, and Excel.
- Familiarity with GIS mapping would be an asset.
- Ability to determine efficiencies in day-to-day required tasks.
- 3 or more years practical experience in a Municipal Government environment would be an asset.
- Maintain strict confidentiality and discretion when handling sensitive information.
- Valid Class 5 driver's license.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$57,400 to \$74,894

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3