

## **Part-time assistant**

**EMPLOYER:** Western Interlake Planning District

**OFFICE LOCATION:** St. Laurent, Mb

## **Full Job Description**

The Assistant Office Administrator will assist with duties such as receiving and examining various forms of proposed and existing development applications including but not limited to development permits, re-zonings, subdivisions, variances, conditional uses, etc. to determine compliance with respective zoning by-laws, development agreements and development plans.

The AOA will interpret zoning and development by-laws, investigate property history and perform zoning analysis in order to process a development proposal, and perform other duties as assigned.

### ***As the Assistant Office Administrator, you will:***

- Receive and examine various forms of development applications to verify compliance with the respective zoning by-laws, development/zoning agreements. Investigate property history, use GIS programs and perform zoning analysis to process the application.
- Work with the building inspector to approve plans and issue building/development permits.
- Provide information to the general public, professionals, developers, contractors, other levels of government, and perform other duties as assigned.
- Provide advice and information to Municipal Councils and Administration.
- Provide general administrative support to the Board of the Planning District.

### **Your education and qualifications include:**

- Experience applying/interpreting zoning by-laws would be an asset.
- Knowledge and/or experience working with or for a Municipality or Planning District would be an asset
- Knowledge and experience with GIS would be an asset.

- Understanding in land development process would be an asset.
- Ability to read and interpret building plans and specifications would be an asset.
- Written communication skills with the ability to prepare concise and accurate correspondence.
- Verbal communication skills with the ability to effectively communicate information to others.
- Ability to work in a multi-task environment.

Please note that all training will be provided.

Salary will be based on the successful applicant's qualifications, education and experience.

**To apply for this opportunity send your resume to: [wipd@mymts.net](mailto:wipd@mymts.net) or drop off at the Western Interlake Planning District office at #16 Veterans Memorial Rd in the Recreation Centre, St. Laurent, Mb, during regular office hours.**

**This position will be open until filled. Start date TBD.**