



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1045

CATEGORY: Management & Organizational Functions

ROLE DESCRIPTION - ADMINISTRATIVE ASSISTANT **PLANNING & DEVELOPMENT**

Description Summary:

To provide Administrative and Secretarial support of a secretarial/clerical nature in the fast paced environment of the County Administrative Office.

Position Duties:

Under direction of the Director of Planning & Development, the following duties of the position will be required:

1. Provide reception to the public and respond to inquiries for general information on matters related to this department, keeping the Director of Planning & Development informed with regard to public inquiries.
2. Provide advice, direction and consultation to public inquiries as directed by the Director of Planning & Development.
3. Assist with administration of various programs which involve providing prompt public services, answering telephone inquiries and booking appointments for the Director of Planning & Development.
4. Provide assistance to other County Departments as required.
5. Maintain a good rapport with rate payers and be adaptable to their needs and situations.
6. Provide administration support by composing and processing correspondence, reports, agendas and minutes.
7. Be knowledgeable with the County of Athabasca Ortho Photography Program.
8. Be knowledgeable with the Government of Alberta Spatial Information System for obtaining title searches and other legal information from The Northern Alberta Land Titles Office.
9. Be knowledgeable about and able to complete the various legal forms including, but not limited to, caveats and withdrawal of caveats for submission to The Northern Alberta Land Titles Office.
10. Perform general office duties such as photocopying, faxing, word processing, spread sheets, and maintenance of open development and subdivision files.
11. Assist with updates of planning and development information on the County's web site.
12. Prepare and process purchase orders and invoices for signature by the Director of Planning & Development.

Effective

Policy Date: 06/02/14

Reference: Res. # 06-088

Revision:



MUNICIPAL POLICY MANUAL

Code Number: 1045

Category: Management &
Organizational Functions

Page: 2

ROLE DESCRIPTION

ADMINISTRATIVE ASSISTANT - PLANNING & DEVELOPMENT (Continued. . .)

13. Familiarity with the County Financial System(s) and issuance of receipts as required.
14. Review and maintenance of registered plans pertaining to the Planning & Development Department.
15. Research and preparation of Development Permits and Certificates of Compliance for signature by the Director of Planning & Development.
16. Prepare Subdivision and Development Appeal Board Hearing information packages and notification correspondence to all interested parties.
17. Upon accreditation by the Safety Codes Council, acceptance and issuance of permits under the Safety Codes Act including calculation of fees, updating and maintenance of POSSE System.
18. Compilation of month end reports and statistics.
19. Organize and work independently on projects with little supervision.
20. Prepare ads as required for Development Permits, Bylaw Amendments, Public Hearings, information inserts in the County Connection Page of the local newspaper as directed.
21. Other duties as required.

Effective

Policy Date: 06/02/14

Reference: Res. # 06-088

Revision:
