



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1046

CATEGORY: Management & Organizational Functions

ROLE DESCRIPTION – PLANNING CLERK

Description Summary:

To provide Administrative and Secretarial support of a secretarial/clerical nature to the Planning & Development Department.

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 the Administrative Assistant with administration of various programs which involve providing prompt public services, answering telephone inquiries and booking appointments for the Director of Planning & Development and the Development Officer.
4. Maintain a good rapport with rate payers and be adaptable to their needs and situations.
5. Provide support to the Administrative Assistant by composing and processing correspondence, reports, agendas and minutes as required.
6. Be knowledgeable with the County of Athabasca Ortho Photography Program.
7. 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.
8. Provide administrative support including the notification process required in subdivision of land as outlined in the Municipal Government Act and Subdivision and Development Regulations.
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 filing, photocopying, faxing, word processing, spread sheets, and maintenance of open development and subdivision files.
11. 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:



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ROLE DESCRIPTION – PLANNING CLERK (Continued . . .)

12. Familiarity with the County Financial System and issuance of receipts as required.
13. Review and maintenance of registered plans pertaining to the Planning & Development Department.
14. Research and preparation of Development Permits and Certificates of Compliance for signature by the Director of Planning & Development or the Development Officer.
15. 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.
16. Familiarity with the compilation of month end reports and statistics.
17. Organize and work independently on projects with little supervision.
18. Carry out appropriate advertising and notifications as directed.
19. Provide assistance to other County Departments as required.
20. Other duties as required.

Effective

Policy Date: 06/02/14

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