



TOWN OF REDCLIFF POSITION DESCRIPTION

Title: Planning and Development Clerk

Pay Grid: Clerk 4 – CUPE Collective Agreement

Position Requirements:

- Certificate, Diploma, or a degree or enrolled in program related to field from a recognized post-secondary Institute.
- Minimum of 2 years of work experience related to the position with knowledge of municipal legislation.
- Working knowledge of the municipal Government Act, and legislation related to the position.
- Advanced experience with Office 365, publishing software, and other position related technology.
- Well-developed organization and interpersonal communication skills.
- Must possess the necessary organizational and time management skills to meet strict deadlines while performing a wide variety of tasks.
- Excellent reading, writing and verbal communication skills.
- Ability to work independently with minimal supervision.
- Ability to plan, prioritize and manage workload including the ability to tolerate frequent interruptions and still meet deadlines.
- Strong prioritizing and multi-tasking skills.
- Knowledge of procedures and regulations related to the position.
- Ability to control and balance various records and summaries related to the position.
- Ability to make decisions in accordance with established procedures and policies.
- Ability to work independently and as part of a highly efficient team.
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with the Access to information and Protection of Privacy Act. Adherence to a high level of confidentiality by being required to take an oath of confidentiality.
- Ability to deal with the public with professionalism, diplomacy, and tact.
- Ability to understand and execute written and oral instructions.
- Valid Class 5 Alberta Operator's License and recent driver's abstract demonstrating a satisfactory driving record.
- Clean Criminal Record and Vulnerable Sector check.

Relationships and Contacts:

Supervisor: Director of Planning & Engineering

Subordinate: N/A



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Responsibilities:

- Provide administrative support for the department related to various development, planning and land related matters that include tasks such as processing correspondence, invoices, purchase orders, filing, mail and responding to various inquiries.
- Receiving, processing, and assisting on Development permit applications, Subdivision applications, and other related applications.
- Processing safety Code permit applications and providing administrative support for various Safety Code Initiatives.
- Provide telephone and customer reception support and direction on general information regarding various planning, development, and safety code related processes.
- If required, attend Council, Council committees, Subdivision & Development Appeal Board hearing or other related meetings.
- Organize, prepare agendas, and attend MPC meetings.
- Receive, review and process requests for compliance certificates and other related land matters such as the discharging of caveats, Land use Bylaw amendments, and encroachment permits.
- Review, update, and maintain departmental brochures and procedural manuals on an ongoing basis (general procedures manual that would include fee schedules, departmental organizational chart, processes).
- Explaining policies, bylaws, and provincial acts/regulations to permit applicants in a clear, concise manner, verbally and/or in writing where required.
- Various filing, and file maintenance.
- Establish and maintain an effective working relationship with other Town employees and the general public in a team environment.
- Prepare various reports (including Stats Canada) as required.
- Assist in providing support as needed for various planning documents.
- Assist the Planning and Development Officer in providing presentations, updates and reports related to planning and development matters to the Senior Management Team and other groups/committees as delegated.
- Update the Town's website with planning and /or development related items. Assist with the uploading of the Town's website and social media for other departments.
- Assist with Redcliff Economic Development.
- May assist with some liaison with Economic Development partners, including local businesses, neighbouring municipalities, Community Futures - Entre Corp, Palliser Economic Partnership, Medicine Hat and District Chamber of Commerce and other like organizations.
- Establish and maintain positive relationships with local business owners and community leaders and encourage partnerships and collaboration between community agencies, businesses and residents that will build community capacity and help foster future economic development.
- Clerk for the Subdivision and Development Appeal Board as required.
- Assists with and arranges for various advertising.
- Perform other related duties as assigned.

Approved: 
Municipal Manager

Approved/Revision Date: January 9, 2026