



DEVELOPMENT COORDINATOR

The RM of Meota No. 468 is inviting applications for the full-time (35 hours per week) position of Development Coordinator. This position provides a wide range of administrative support and coordination of development functions in the office.

Our preferred candidate will have previous municipal office experience combined with other post-secondary education related to planning, municipal government or office management. A minimum of two years' experience in a municipal government office is preferred.

Duties include, but are not limited to: acting as first point of contact with the public to provide customer service on planning and development related inquiries, process all development, demolition, building, and moving permits, as well as bylaw amendment, consolidation and subdivision requests. Liaise with Municipal Planners, Building Officials, external agencies, contractors and the general public on various matters related to the duties of the position. Compose professional and accurate documents, correspondence and reports related to the position. Ensure records are maintained in a proper filing system. Ensure that municipal and civic addressing maps are kept current. The Development Coordinator will have the ability to work as a team player and with minimal supervision; the ability to deal tactfully and effectively with the public and staff; will be skilled in the operation of office equipment including computers, fax, scanner, and will be proficient in the use of word processing, and spreadsheets. Experience in a municipal environment with Munisoft software would be a definite asset.

The RM of Meota No. 468 offers SARM Benefits Package and Pension Plan. Salary is \$26.19/hr.

Please respond with a covering letter and resume to:

RM of Meota #468
Wanda Boon, Deputy CAO
Box 80
Meota, SK
S0M 1X0
Email: deputycao@rmmeota468.ca

Closing Date: Thursday, March 27, 2022 at 5:00 p.m.

The RM of Meota #468 thanks candidates for their interest in the position; however, only candidates selected for an interview will be contacted.