



## **EMPLOYMENT OPPORTUNITY MUNICIPAL DISTRICT OF PROVOST NO. 52 – ASSISTANT DEVELOPMENT OFFICER**

The M.D. of Provost No. 52 is currently seeking a qualified individual to fill the position of **Assistant Development Officer**.

Reporting directly to the Development/Utilities Officer, this position is responsible for the oversight and management of all aspects of the municipality's land use planning and Geographic Information System (GIS), including, but not limited to, the following duties:

- Maintain GIS Data such as updating parcel and attribute database (new developments) within a timely period;
- Provide mapping services to all departments within the M.D. of Provost
- Assist in preparing the budget through researching software and hardware costs related to the M.D. GIS/GPS program
- Act as a primary point of contact for public inquiry on development;
- Receive, collate and process development permit applications and approvals as appropriate;
- Process, inspect and recommend for approval approach consents;
- Serve in a backup capacity for the Development/Utilities Officer when necessary

Previous experience and education in land use planning, public utilities, and planning legislation is considered an asset.

Salary will be commensurate with experience, and the position will remain open until a suitable candidate is found.

Interested parties may submit a detailed resume with a minimum of three references to:

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