



The Town of Hinton is seeking a skilled and ambitious individual for the following position:

PLANNING & TECHNICAL SERVICES ASSISTANT (Perm. F/T)

COMPETITION: **10-30**

DATE: **July 28, 2010**

POSITION: **PLANNING & TECHNICAL SERVICES ASSISTANT**
Permanent Full Time

The Planning & Technical Services Assistant is responsible for maintenance of departmental administrative processes and systems to ensure efficient and current access to information and for providing administrative and technical support to the Director of Planning & Technical Services and divisional staff. Responsibilities include collection, summarization and analysis of statistical information, coordinating projects relative to property inventory, sales and leases, preparing relevant legal documentation, maintenance of web pages and preparation of technical documents, administering specific administrative projects and services, and providing customer service relative to answering inquiries and providing information to the public.

TERMS OF EMPLOYMENT: This is a Permanent Full Time position, based on a 35-hr work week.

QUALIFICATIONS:

- Grade 12 plus post-secondary training and experience in administration, planning, engineering, development process or legal assistance;
- Proficiency in use of Microsoft Office Suite, AS400 applications; Web design programs, Microsoft Project and GIS;
- Understanding of the subdivision & land registration process
- Experience in administrative support for Boards or Committees
- 5 years practical and planning experience in an engineering, planning, or technical office environment requiring extensive use of administrative and technical skills.
- Eligible for registration as a Commissioner of Oaths

RATE OF PAY: As per C.E.P. Contract for position.
2010 Hourly Rate Range \$22.97 – \$25.06

CLOSING DATE: **August 9th, 2010 by 4:00 p.m.**

SUBMIT APPLICATIONS TO: **Elaine Fiander** - Human Resources Assistant
Town of Hinton
330 Fleming Drive
Hinton, AB T7V 0B1
Ph: 865-6934
Fax: 865-4835
E-mail: efiander@hinton.ca

To view complete job description and other particulars about the job please visit our web site at www.hinton.ca

The competition will remain open until the position has been filled.

*We thank all applicants for their interest; however only candidates selected for an interview will be contacted.
The personal information obtained as a result of this advertisement will be utilized for employment opportunities only and are subject to compliance with the Freedom of Information and Protection of Privacy Act.*