

**Posted April 4, 2023**

## **Temporary Development Services Officer Position**

The Rural Municipality of Britannia No. 502 is seeking candidates for a Temporary Development Services Officer Position. This temporary position is to cover a maternity leave within the municipal office. The position's term will ideally start May 15, 2023 and will last for approximately 20 months.

This position is a vital part of the R.M. of Britannia No. 502's operations. Reporting to the Executive Assistant, the DSO's main responsibilities include but are not limited to receiving and processing development queries and applications, researching/ revising/ developing/ presenting policies and bylaws at council's direction, and working with community members and other stakeholders to ensure development in the municipality takes place in a safe and compliant manner. Please visit the R.M.'s website to review the full job description.

The preferred candidate should possess the following:

- Previous experience working for a municipal government, preferably with development services;
- Certificate or diploma in Business Administration, Local Government Administration, or a related field preferred;
- General knowledge and understanding of provincial and municipal government's operations and relationship; and
- Excellent communication skills (written and spoken).

The DSO is expected to work 40 hours per week, Monday to Friday between 8:00 a.m. and 5:00 p.m. at the R.M. Office and is entitled to three-weeks annual vacation, health and dental benefits, and enrolment in the Municipal Employees Pension Plan, upon successful completion of probationary and qualifying periods. This position may be required to work occasional overtime hours to meet specific deadlines. The hourly wage for this position is between \$32.88 and \$36.54.

The Rural Municipality of Britannia No. 502 invites candidates to submit the following to Liz Bailey, Executive Assistant by email at [ea@rmbritannia.com](mailto:ea@rmbritannia.com) or in person at 4824 – 47 Street, Lloydminster, SK:

- Cover letter;
- Resume outlining work experience and qualifications; and
- Three work related references.

Applications will be received, in confidence, until April 21, 2023 at 4:00 p.m. (MT). Thank you to all applicants for their interest, however, only those selected for an interview will be contacted. If you have any questions about the position, please contact the RM office at 306-825-2610 to speak with Liz.

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