



## **Planning and Development Officer**

### **Six (6) Month Full Time Position**

The Town of Pouch Cove has 2070 citizens with the great fortune of being the “the first to see the sun” in North America. Pouch Cove is a friendly place located on the northern tip of the Avalon Peninsula in Newfoundland and Labrador neighboring the Towns of Torbay, Flatrock, and Bauline and is approximately 12km north of the St. John’s International Airport. One of the most striking features of living in Pouch Cove is a best-of-both-worlds lifestyle of rustic living with all the urban amenities you will need at your doorstep. As a small town, we provide great municipal services such as drinking water treatment, water distribution, wastewater collection, stormwater management, waste management, fire protection, land-use planning, economic development, snow clearing, road maintenance, sports field maintenance, and recreational programs. We understand the value of keeping property taxes low and, with a growing population, the Town of Pouch Cove is proud to keep pace with modernizing, expanding, and investing in its offering of municipal services.

The Town of Pouch Cove is seeking a Planning and Development Officer within the Administrative Services Department. This is a non-union position, reporting to the Chief Administrative Officer.

This position is accountable for both development and planning functions within the Town. This includes but is not limited to:

- **processing development applications;**
- **enforcing compliance with Town regulations and bylaws;**
- **preparing reports;**
- **providing direction and advice to the CAO and Council;**
- **and liaising with the public, consultants and agencies.**

#### **Qualifications:**

- Post secondary education in the areas of development, planning or a related field;
- Minimum 3 years’ experience in a fast paced, deadline-oriented work environment where the provision of excellent service to the public was considered top priority;
- Proficiency in GIS mapping;
- Demonstrated exceptional work ethic, can-do attitude, the desire to learn and be part of a team;
- Valid class 5 Driver’s License;

- Ability to work independently and as part of a team;
- Strong interpersonal skills and the ability to build relationships;
- Ability to maintain confidentiality of highly sensitive information; and
- Experience in a municipal work environment is preferred.

**The Planning and Development Officer will work within the Administration Department at the Town Hall. The salary for this position is \$32.97/Hr which equates to \$60,000 yearly salary. This is a nonunionized position.**

**The deadline to apply is Friday July 14, 2023**

**The Town of Pouch Cove is an equal opportunity employer.**

**Apply in confidence by submitting your resume to:**

**Town of Pouch Cove**

**660 Main Road**

**P.O. Box 59**

**Pouch Cove, NL A0A 3L0**

**F: (709) 335-2840**

**Email: [conradfreake@pouchcove.ca](mailto:conradfreake@pouchcove.ca)**

**The Town of Pouch Cove would like to thank applicants for their interest. Only those candidates selected for interviews will be contacted.**