



Planning & Development and By-law Enforcement Officer

The Town of Trenton requires an energetic, motivated and career-minded Planning & Development and By-law Enforcement Officer, to be responsible for the efficient design and development of Trenton, Stellarton and Westville neighbourhood design projects and ensure compliance with planning and property related by-laws. Working independently or alongside other planners and designers, the Planning & Development Officer will participate in every aspect of the planning process, including public consultation, using developed communication and presentation skills. The Planner will also work with other professional disciplines, approval agencies and municipal authorities to deliver high quality services to the communities of Trenton, Stellarton, and Westville. This individual will also be tasked with the preparation of planning reports, internal and external communications related to the projects, as well as the preparation of major research projects, background or issues papers and is responsible for the collection and analysis of related environmental, heritage, population, housing, transportation land use and economic data. The Planner/Development Officer will build strong client and consultant relationships, exploring opportunities for new business. Other duties may be assigned as necessary.

The successful candidate will have completed a diploma in Planning and Development or a recognized certificate in the field of Planning and Development.

Letters of application, along with a detailed resume, may be submitted in confidence to the address below, marked "APPLICATION – PLANNING & DEVELOPMENT OFFICER". Deadline for applications is: 4:15 PM, December 19, 2017.

A copy of the job description may be obtained from the websites or Town Offices of Stellarton, Trenton, or Westville.

The Town of Trenton is an equal opportunity employer. We thank all applicants who apply; only those applicants selected for an interview will be contacted.

Brian W White, CPA, CA
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Town of Trenton
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