



**CITY OF BROOKS**  
**EMPLOYMENT OPPORTUNITY**  
**FULL TIME POSITION**  
**Engineering and Planning Clerk**

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The City of Brooks has an immediate opening for an Engineering and Planning Clerk. This position provides shared clerical/administrative duties for the Engineering and Planning/Economic Development functions as assigned by the Director, Engineering and Property Services. Responsible for clerical, organizational and data management functions of engineering, planning, and economic development services. Part of this position's duties is the attendance at various committee/board meetings as assigned by the Director.

The applicant should have excellent customer service and communication skills; as well as knowledge of various computerized equipment, including a basic understanding of personal computers and related business software. The successful candidate will have an aptitude for understanding and executing oral and written instructions. The successful applicant must have completed the twelfth (12<sup>th</sup>) school grade, including a recognized post secondary two year business administration program, and two (2) to three (3) years of municipal experience, preferably in a planning and development department. The applicant should also have working knowledge of Land Use Bylaw, Municipal Government Act, and bylaw processes, permitting processes and economic development. The successful applicant must possess the necessary organizational and time management skills to meet strict deadlines while performing a wide variety of tasks. Applicants must be bondable.

The City of Brooks offers a competitive salary and benefit package. Please forward your resume including three work related references to:

**Maria Zavala**  
**Human Resource Officer**  
**City of Brooks**  
**201-1<sup>st</sup> Avenue West, Brooks AB T1R 0Z6**  
**Bus: (403) 362-3333 Fax: (403) 501-0090**  
**Email: [mzavala@brooks.ca](mailto:mzavala@brooks.ca)**

This position will remain open until a suitable applicant is chosen. The City of Brooks thanks all applicants for their interest; however only those selected for an interview will be contacted.