



**EMPLOYMENT OPPORTUNITY
FULL-TIME, PERMANENT POSITION
OFFICE SERVICES CLERK – PLANNING AND DEVELOPMENT – LEVEL 1
March 31, 2026**



The Town of Lumsden and Rural Municipality of Lumsden No. 189 invite applications for the full-time, permanent position of Office Services Clerk – Planning and Development.

Duties and Responsibilities:

- Process Development Applications, Building Applications and Subdivision Applications by determining their compliance with bylaws, policy and legislation.
- Conduct research to provide accurate answers to inquiries.
- Provide exceptional customer service to the public on planning inquiries, municipal policies and processes.
- Post Public Notices and update municipal websites with relevant planning information.
- Assist in arranging and executing Public Hearings and other forums for public participation.
- Provide Development Reports to council with recommendations.
- Prepare amendments to Zoning, Building and OCP bylaws.
- Monitor subdivisions and developments for compliance with requirements of servicing agreements, etc.
- Prepare legal documents (servicing and road agreements).
- Manage financials relating to development (levies, deposits, fees, performance bonds).
- Perform routine office tasks including data entry, file management, copying, inquiry response and other duties as assigned.

Skills and qualifications:

- Proven ability to succeed in a challenging role.
- Positive attitude and exceptional listening and communication abilities.
- Excellent organizational skills including the ability to multi-task and prioritize.
- Possess a very strong attention to detail and time management skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Enjoy direct liaison with clients and government approval agencies.
- Understand the importance of initiative, independence and problem solving.
- A self-starter with the ability to resolve challenges in a fast-paced environment.

Pay and Benefits:

The hourly wage ranges from \$27.37-\$34.67. Regular work hours total 35 per week. Office hours are 8:00-4:00
Benefits include health, vision, dental, pension, life insurance, earned days off.

How to apply:

Interested candidates should send their resume to: town.lumsden@sasktel.net

Application Deadline:

Please apply on or before April 7, 2026.

For additional information, please contact Monica or Krystal at (306) 731-2404.

A criminal record check will be required when applicants advance to the interview phase.

We look forward to welcoming a new member to our team; however, only those selected for an interview will be contacted.