

## **EMPLOYMENT OPPORTUNITY**

### **Planning and Development Officer**

#### **TERM Position – Approximately One Year**

The City of Charlottetown is seeking a highly motivated, energetic individual for our Planning Department to provide strategic leadership and direction in shaping the vision and future of Charlottetown. The successful candidate shall have demonstrated success in communicating and building strong working relationships with clients, peers, stakeholders and elected officials. The ability to work in a fast-paced environment is essential.

Your principal responsibility will be to review files for permits, subdivisions and make recommendations to the Planning Board, Heritage Board, and Council on the Official Plan and zoning and development matters within the City. Planning and development experience in an urban setting is required. Ability to effectively utilize planning software and GIS applications is a definite asset. You will possess a degree in a planning related field and hold or qualify for CIP membership.

Interested candidates are invited to apply in confidence by **12:00 noon ADT, Monday, September 13, 2010**. Applications may be faxed, emailed or mailed to:

**Human Resources Manager  
City of Charlottetown  
PO Box 98, City Hall (2<sup>nd</sup> Floor)  
Charlottetown PE C1A 7K2**

**Facsimile: (902) 566-4701  
E-mail: [HR@city.charlottetown.pe.ca](mailto:HR@city.charlottetown.pe.ca)**

Please ensure “**Planning and Development Officer**” is clearly marked on application  
*A detailed job description is available on our website at [www.city.charlottetown.pe.ca](http://www.city.charlottetown.pe.ca).*

Only those individuals selected for an interview will be contacted.