

RURAL MUNICIPALITY OF VANSKOY

306-668-2060

connect@rmvanscoy.ca

Box 187, Vanscoy, SK S0L 3J0



NOW HIRING

Planning Assistant

Permanent Full-Time (35 Hours per Week)

The Rural Municipality of Vanscoy No. 345 is seeking an organized, customer-focused, and detail-oriented individual to join our Planning & Development Department as a **Planning Assistant**.

Working under the direction of the Administrator and in collaboration with the Community Planner, the Planning Assistant provides administrative and technical support for municipal planning and development services while delivering exceptional customer service to residents, developers, and stakeholders.

Position Summary

The Planning Assistant is responsible for supporting the administration of municipal planning and development matters by assisting with development applications, maintaining planning records, preparing correspondence, coordinating public notices, responding to public inquiries, and supporting Council and the Community Planner with planning-related projects.

This position does **not** exercise statutory planning authority but plays an important role in ensuring planning applications are processed efficiently and in accordance with municipal policies and legislation.

Key Responsibilities

The successful candidate will:

- Receive and process development permit, discretionary use, rezoning, and subdivision applications.
- Maintain planning files, registers, and electronic records.
- Coordinate application referrals to provincial agencies and utility providers.
- Prepare correspondence, public notices, and meeting materials.
- Assist with preparation of Council reports and planning documentation.
- Respond to routine planning and development inquiries.
- Maintain permit tracking systems and statutory timelines.
- Assist with public hearing preparation and administration.
- Support mapping, property records, and planning databases.
- Perform general administrative duties within the Planning & Development & Administration Department.

Qualifications

The ideal candidate will possess:

- Certificate or diploma in Planning, Local Government Administration, Business Administration, GIS, or a related discipline.

RURAL MUNICIPALITY OF VANSKOY

306-668-2060

connect@rmvanscoy.ca

Box 187, Vanscoy, SK S0L 3J0



- Municipal office or planning experience is considered an asset.
- Excellent organizational and time management skills.
- Strong written and verbal communication abilities.
- Exceptional customer service skills.
- Ability to interpret policies, bylaws, and procedures.
- Proficiency with Microsoft Office applications.
- Experience with GIS or municipal software would be considered an asset.
- Valid Saskatchewan Class 5 Driver's Licence.

Equivalent combinations of education and experience may be considered.

What We Offer

- Permanent full-time employment (35 hours per week)
- Competitive municipal compensation
- Saskatchewan Municipal Employees' Pension Plan
- Comprehensive benefits package
- Professional development opportunities
- Supportive team environment
- Opportunity to contribute to the growth and development of a progressive rural municipality

Compensation

Salary will be paid in accordance with the RM's approved salary grid.

Step 1 \$65,000 – Step 5 \$85,000

Placement within the salary grid will be based on education, qualifications, experience, and internal equity.

How to Apply

Please submit your:

- Cover Letter
- Resume
- Minimum of three (3) professional references

Applications may be submitted by:

Email: admin@rmvanscoy.ca

Mail or In Person:

Rural Municipality of Vanscoy No. 345

P.O. Box 187

Vanscoy, SK S0L 3J0

Application Deadline: August 6, 2026

RURAL MUNICIPALITY OF VANSKOY

306-668-2060

connect@rmvanscoy.ca

Box 187, Vanscoy, SK S0L 3J0



The Rural Municipality of Vanscoy No. 345 thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The RM of Vanscoy No. 345 is committed to equitable hiring practices and welcomes applications from all qualified individuals.