



Administrative Assistant, Development Control

FULL-TIME TEMPORARY POSITION

BRING YOUR POSITIVE ENERGY AND BE A PART OF NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired by this work environment, you are encouraged to apply for our **Administrative Assistant, Development Control** position.

The **Administrative Assistant, Development Control** provides administrative, technical and clerical support to the Development Officers, and other members of the Planning and Development department as required. This position helps create a friendly, welcoming experience for customers and residents as the customer service first point of contact for the department. This is a temporary 18-month contract position to cover during a leave.

What We Offer:

- Regular hours are Monday – Friday, 8:30am-4:30pm (35 hours per week)
- Overtime opportunities as required.
- Annual vacation, personal and sick leave.
- Wellness benefits.
- Paid training opportunities.

What we're looking for:

- Post secondary education in office/business administration or related field.



- Previous experience providing administrative support, and/or previous municipal experience would be an asset.
- Strong computer skills, including experience with Microsoft Office software. Experience with electronic permitting or inspection software would be an asset.
- Excellent customer service and communication skills, both written and verbal, with the ability to interact with staff, contractors, consultants, Council and the public.
- Strong work ethic, resourceful, and takes pride in providing a safe and inclusive space for community members
- Willingness and ability to learn new processes, systems, and software

A copy of the job description can be found by clicking on the following link:

[Employment & Committee Opportunities - West Hants Regional Municipality](#)

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with “**Administrative Assistant, Development Control**” in the subject line no later than 4:30pm on **October 16, 2026** to the attention of Katie Rose, HR Manager at **apply@westhants.ca**

Position Title: Administrative Assistant, Development Control

Department: Planning and Development

Pay Level: 2

Classification: Temporary Full Time (18-month contract)

Creation or Revision Date: August 2026

Job Overview

The Administrative Assistant provides administrative, technical and clerical support to the Development Officers, and other members of the Planning and Development department as required. This position helps create a friendly, welcoming experience for customers and residents as the customer service first point of contact for the department.

Job Duties & Responsibilities

Administrative Support

- Works with other staff to organize and maintain the departments record management system. This includes keeping accurate electronic and paper records of:
 - Building and development permits
 - Subdivisions
 - Development agreements
 - Driveway approvals
 - Septic system approvals
 - Other departmental documents as required
- Assists in preparing development & subdivision reports and statistics as required for committees, Council and various agencies
- Generate building and development monthly and annual statistics.
- Assist with preparation of development permits or subdivision correspondence
- Preparation of correspondence for Building & Fire Officials and By-law Officers as required

Customer Service

- Respond to inquiries for property information and development, civic numbering, zoning, and subdivision. Research information as required.
- Assists the public, Building & Fire Officials and Development Officers with applications, development and building permits, renewals, subdivision approvals, municipal services and municipal streets applications
- Enter applications for development and building permits into the permit tracking system

Finance

- Assists with accounts payable and receivable records, preparing invoices, purchase orders and cheque requisitions as required.
- Performs other duties as assigned

Reporting Relationships

Reports To: Director of Planning and Development

Direct Reports: n/a

Required Qualifications**Education and Experience:**

- Post Secondary education in office/business administration, or related field.
- Previous experience providing administrative support, and/or previous municipal experience would be an asset.
- Equivalent combination of education and experience will be given consideration.

Knowledge, Skills and Abilities:

- Excellent communication skills, both written and verbal, with the ability to interact professionally with the public, contractors, consultants, staff and Council.
- Strong organizational skills, with an ability to maintain accuracy and perform detail-oriented tasks.
- Strong computer skills, including experience with Microsoft Office software. Experience with electronic permitting or inspection software would be an asset.
- Willingness and ability to learn new processes, systems and software.
- Strong work ethic, resourceful and takes pride in providing a safe and inclusive space for staff and community members.

Working Environment & Conditions

- Indoor office environment.
- This position qualifies for overtime pay.
- This position works in a fast-paced environment, with periods of high work volume and many distractions and disruptions.
- Extended periods of sitting, primarily working on a computer and answering phone calls. Subject to standing, walking, bending, and reaching.
- This position is at occasional risk of potential interpersonal conflict.

Acknowledgement

I acknowledge that I have reviewed and understand the responsibilities outlined in this job description

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date</i>
<i>Manager/Director Signature</i>	<i>Manager/Director Name (print)</i>	<i>Date</i>