

Career Opportunity

Development & Licensing Clerk

BASIS: FULL TIME, TERM UNTIL FEBRUARY 2027 | CLOSING DATE: OPEN UNTIL FILLED

The Development & Licensing Clerk is responsible for providing customer service and clerical support for the Development Services department and for the processing and issuance of Business Licenses.

Key Responsibilities

Reporting to the Manager of Planning, Development & Sustainability, the Development & Licensing Clerk will provide information and assistance, via email, phone, and over the counter on matters related to the department. They will accept and review for completeness the applications for Building and Development Permits and Business Licences, calculate fees and process payments, and prepare monthly and yearly reports.

Qualifications

The successful candidate will have Grade 12 and an Applied Business Technology certificate or equivalent. They will be able to deliver high levels of customer service and deal effectively and courteously with the public, council, staff, contractors, and external agencies.

This position is a CUPE Local 2262 position with an attractive hourly rate of \$40.62 (September 1, 2025 Rate) plus 10% in lieu of benefits. Please visit our website at www.castlegar.ca for a full job description and information about our community.

Qualified applicants are invited to submit their detailed resume via email to hr@castlegar.ca with the subject line Development & Licensing Clerk Term Position.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

Applicants must be eligible to work in Canada.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Work for a City going places – with an ambitious vision, a dynamic municipal government, and a track record of doing cool things – including Millennium Ponds, Sculpturewalk, and an ongoing refresh of Columbia Avenue, our main artery. The City of Castlegar is growing and we're looking for the perfect person to get in on the action.

Learn More

To view all available job positions or learn about applying for a City position, please visit castlegar.ca/careers

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca

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