

Planning and Development Clerk (Temporary)

Town of Three Rivers

Prince Edward Island

The Town of Three Rivers (the “**Town**”) is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking a ***Planning and Development Clerk for a temporary 6-month position with possibility of extension.***

The Planning and Development Clerk supports the delivery of planning and development services within the Town of Three Rivers. Reporting to the Deputy Chief Administrative Officer & Manager, the successful candidate provides administrative and clerical support to the Planning Department and associated committees. The position is responsible for processing development permit applications, maintaining departmental records and information systems, coordinating planning-related communications, responding to inquiries from residents and stakeholders, and supporting the efficient administration of planning and development activities, including committee and board meetings.

As the ideal candidate, you are a service-oriented and detail-focused professional with strong administrative, organizational, and communication skills. You can manage multiple priorities, coordinate information from a variety of sources, and maintain accurate records and documentation in a fast-paced environment. You build positive working relationships with colleagues, residents, developers, contractors, government agencies, and other stakeholders while providing professional, responsive, and customer-focused service.

Qualified candidates will possess a degree or post-secondary diploma in Business Administration, Legal Administration, Public Administration, or a related field, or an equivalent combination of education and experience, together with a minimum of two years of related administrative experience. Experience within a municipal environment or as a property paralegal would be considered an asset. The successful candidate will demonstrate professionalism, discretion, and sound judgment when handling confidential information and sensitive matters. They will bring strong attention to detail, analytical and problem-solving abilities, proficiency with Microsoft Office and database systems, and the ability to interpret planning documents, development bylaws, and technical drawings. Familiarity with land use planning principles, GIS applications, and municipal planning processes will support their ability to contribute to responsive and effective planning and development services.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$49,074 to \$61,342.

To apply for this opportunity, please submit your application to dherring@threeriverspei.com on or before September 11, 2026, and ***state the title of the position in the subject line of your e-mail.***

We thank all applicants for their interest, however only those under consideration for the role will be contacted.