

Notice of Employment Opportunity

MANAGER OF CURRENT PLANNING

External – Permanent Full Time Position

CURRENT PLANNING

As one of the most attractive, fastest growing areas in British Columbia, the Regional District of Nanaimo provides a variety of local and regional services to four municipalities and seven rural communities on Central Vancouver Island.

Reporting to the General Manager, Strategic Planning and Community Development, the Manager of Current Planning will be responsible for coordinating, planning and directing all activities related to current land use and development within the Regional District of Nanaimo. This involves coordinating development approvals, subdivisions and rezoning, as well as coordinating and implementing the Board's sustainability initiatives related to current planning.

Qualifications include an undergraduate degree in land use planning or a related field, plus five years of related experience in a local or regional government setting, including two years in a supervisory capacity or an equivalent combination of training and experience. Qualified applicants will possess skills in problem solving, written and verbal communication. Membership in the Canadian Institute of Planners is preferred.

In addition to a superb location, this position offers a competitive compensation and benefits package. Visit our website at www.rdn.bc.ca for a complete job description and more information on the Regional District of Nanaimo. If you would like more information specific to this position please contact Geoff Garbutt, General Manager of Strategic and Community Development at ggarbutt@rdn.bc.ca or 250-390-6500.

Qualified applicants should submit a cover letter and resume clearly outlining their education, experience and qualifications as it relates to this position.

Please quote **Competition 2018-87** and submit via email to rdncareers@rdn.bc.ca or fax to 250-390-4163. Applications can also be sent to the attention of Human Resources at Main Reception, Administration Building, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2.

Applications will be accepted until 4:00 pm, on October 10, 2018

Thank you for your interest in this position. Only those under consideration will be contacted.

Date Posted: September 20, 2018

REGIONAL DISTRICT OF NANAIMO

JOB DESCRIPTION

POSITION TITLE: **MANAGER, CURRENT PLANNING**

REPORTS TO: General Manager, Strategic Planning and Community Development

SUBORDINATE POSITIONS: Senior Planner
 Planner(s)
 Planning Technician
 Board of Variance Secretary
 Departmental Secretary

POSITION SUMMARY:

Responsible for coordinating, planning and directing all activities relating to the Regional District's current land use and development services. This involves coordinating development approvals, subdivisions and rezoning, as well as coordinating and implementing the Board's sustainability initiatives related to current planning.

MAJOR DUTIES & RESPONSIBILITIES:

1. Plans, monitors, evaluates controls and supervises the budgetary and staff resources allocated to the Current Planning services function.
2. Develops and implements policies and procedures required for the efficient and effective operation of the planning function. Prepares development policy and procedures manuals. Sets quality standards for work and ensures compliance with standards.
3. Prepares reports for the General Manager of Strategic and Community Development on land use applications, legal matters, inter-jurisdictional authority, and interpretation of legislation, service areas, local government organization options and financial matters.
4. Provides advice, guidance, direction and information services on zoning and development related matters to all other functions of the Regional District of Nanaimo and associated bodies.
5. Reviews and oversees the issuance of the following types of permits: development variance permits, development permits, temporary commercial and industrial permits. Ensures legal requirements are satisfied.
6. Prepares land use bylaws for the Board. Ensures all legal requirements are satisfied. Drafts other planning related bylaws regarding fees, subdivision servicing, flood plain management and phased development agreements.
7. Prepares reports for the General Manager of Strategic and Community Development on development permits, development variance permits, zoning amendments and subdivision applications. Attends Committee and Board Meetings as required.

8. Administers the Regional District of Nanaimo's zoning bylaw regulations including keeping the bylaws current with priorities set by the Board.
9. Coordinates and implements the Board's sustainability initiatives as they relate to current planning in the Region.
10. Develops and maintains a working liaison with other departments, with staff of member municipalities and with external agencies, as required.
11. Provides legal and technical support to the Board of Variance.
12. Prepares background materials and reports for hearings regarding planning matters. Schedules and undertakes advertising for public hearings and meetings. Ensures staff representation at hearings and meetings and provides for the recording and preparation of public hearing summaries.
13. Develops and implements public consultation processes when required, including advertising for public meetings and ensuring the preparation of minutes.
14. Prepares the departmental annual budget. Monitors and controls department spending to ensure the effective and efficient expenditure of funds allocated within the approved budget.
15. Appoints, promotes, demotes, and disciplines staff in accordance with Personnel Policy. Provides recommendations with respect to work standards, staffing levels, and job performance reviews.
16. Supervises monitors and directs consultants and contract employees working on projects for Planning Services.
17. Identifies appropriate staff training needs and provides opportunities for skill development.
18. In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
19. Performs other related duties as directed by the General Manager of Strategic and Community Development.

REQUIRED EDUCATION AND EXPERIENCE:

Undergraduate degree in land use planning or a related field, plus five years of related experience in a local or regional government setting, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Membership in the Canadian Institute of Planners and the Planning Institute of BC is preferred.

Excellent interpersonal, problem solving, technical and communication skills are required.