



JOB TITLE: Manager of Community Development

PAYGRADE: EXEMPT

REPORTS TO: Director of Community Services

NATURE AND SCOPE OF WORK:

This exempt full-time position performs a variety of managerial, supervisory and professional duties related to municipal planning and development, permits, licensing, building construction and inspection and bylaw interpretation and enforcement. The Manager supervises a small group of professionals, technicians and support staff. The work includes considerable contact with Council, the public, other professionals in the industry and external agencies.

An employee at this level exercises considerable independent initiative, judgment and action within established guidelines and policies and sound professional and administrative practices. The work is reviewed in terms of accomplishment of desired results. May act for the Director of Community Services in their absence.

May be called upon to serve as a senior member of the City's Emergency Operations Centre and in so doing discharge the duties and responsibilities in an effective manner.

Key Responsibility Areas:

Acts as a key resource in providing strategic and creative input and coordination of current planning cases and contributes to the development and implementation of long term plans, policies, objectives and modifications to the Official Community Plan and related by-laws.

Provides the Director of Community Services, the CAO and Council with reports, professional advice and recommended courses of action on departmental issues, including analysis of issues, options available, advantages and disadvantages and policy issues associated with alternative Council actions. Ensures that Council decisions affecting the sections are carried out in a timely and efficient manner and that Council is informed of actions taken and issues that may come before Council.

Liaises with and makes presentations to the public, external agencies, community groups, advisory committees, Council and city staff related to planning issues and initiatives, and addresses issues, answers questions and provides feedback as required.

Attends and presents information at Council, and Public Hearings as required.

Responds to a wide variety of related inquiries and complaints from members of the public, developers and others.

Interprets bylaws, recommends new bylaws and/or amendments into existing ones. Provides input into permit processing, plan processing, fees and overall development application administration.

Directs the permits and license activities in the City and initiates innovative and customer friendly methods of expediting permit processes, enhancing revenues and creating efficiencies; coordinates and evaluates enforcement initiatives which affect economic enhancement and community livability, including policies, bylaws, regulations and procedures.

Recommends the development, establishment and maintenance of policies and operating procedures related to his/her section of the department. Recommends improvements to the Municipality's standards, by-laws, policies and procedures.

Participates on various committees and task forces to represent the Municipality's interest and to gather input to planning decisions.

Ensures the optimum utilization of staff through their selection, training, development and motivation and provides leadership, guidance and management direction to employees by planning, assigning and supervising work. Has input into matters related to discipline and termination of employees within their work group.

Plans, assigns, supervises and checks the work of subordinate staff engaged in providing services to the department. May also be asked to be involved in labour relations matters including participating as a member of the bargaining committee.

Undertakes or contracts for studies and community surveys and directs the work of consultants hired on a contract basis for special projects.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, practices, methods and techniques used in planning, building construction and inspection, business licensing and bylaw enforcement.

Thorough knowledge of the policies, rules, by-laws and regulations governing the work of the department.

Ability to support the business community and economic growth through establishing a business readiness environment and a streamlined development process.

Ability to plan, coordinate and supervise the work of a small group of professional, technical and support staff.

Ability to exercise sound judgment and represent the department in meetings and dealings with surrounding local governments, First Nations, the Province, committees and other groups.

Ability to develop and prepare policy proposals, define problem areas, determine research methods, analyze and evaluate data, and prepare comprehensive reports.

Ability to establish and maintain computerized databases and files and to review and analyze the information contained therein using standard database, spreadsheet, word processing and other specialized software packages.

Ability to perform research activities, to prepare and maintain records, to prepare and present technical reports, correspondence and related material.

A strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning and development.

Knowledge of the Agricultural Land Commission and associated policies and regulations.

Ability to establish and maintain effective working relations with staff, department heads, elected and appointed officials, the general public and representatives of professional, public and community groups.

Proficiency in a computerized environment and an advocate for the use of technology for the delivery of functions within the department.

Ability to understand, interpret, summarize and communicate information in verbal and written report formats

Ability to analyze and develop logical and systematic courses of action.

Ability to work calmly under pressure, without supervision.

REQUIRED TRAINING AND EXPERIENCE

Bachelor's Degree from recognized University in land use planning, public administration, business administration, urban geography, or other related field.

Broad related experience including three to five years of supervisory experience or an equivalent combination of training and experience. Experience working in both an urban and rural (agrarian) environment would be an asset. Experience as a deputy approving officer would be an asset.

Driver's Licence valid in the Province of British Columbia

Approved:

Chief Administrative Officer

Date

June 2016