

EMPLOYMENT OPPORTUNITY

ASSISTANT MANAGER, PARKS AND PLANNING

POSTING No: 2019-19

POSTING DATE: August 8, 2019

POSTING EXPIRY DATE: September 4, 2019 at 4:00 p.m.

Strathcona Regional District has an opening for a full-time Assistant Manager, Parks and Planning. Reporting to the Senior Manager, Community Services, the Assistant Manager, Parks and Planning is responsible for providing guidance, direction and coordination of the Strathcona Regional District (SRD) parks and planning operations staff and assists in the delivery of superior parks and land use planning services. The Assistant Manager, Parks and Planning also serves as a strategic advisor to the Senior Manager, Community Services and maintains the public interface for the SRD on parks and land use matters.

REQUIRED EDUCATION AND EXPERIENCE

- University degree in planning, parks, landscape architecture, or related discipline with a minimum of 5 years directly related experience in land use planning and parks planning; or
- A diploma in parks planning and design, or a related technology, from an accredited institute of technology and a minimum of 7 years directly related experience in parks and land use planning.

PREFERRED QUALIFICATIONS

- Membership, or eligibility for membership, in the Planning Institute of BC, or the Canadian Institute of Planners.
- Valid Class 5 BC Driver's Licence

HOW TO APPLY:

Please forward your cover letter, resume and copies of your certificates to hr@srd.ca quoting "Posting 2019-19 Assistant Manager, Parks and Planning" in the subject line of your application.

Strathcona
REGIONAL DISTRICT



301 - 990 Cedar Street,
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Assistant Manager, Parks and Planning

JOB SUMMARY

Reporting to the Senior Manager, Community Services, the Assistant Manager, Parks and Planning is responsible for providing guidance, direction and coordination of the Strathcona Regional District (SRD) parks and planning operations staff and assists in the delivery of superior parks and land use planning services. The Assistant Manager, Parks and Planning also serves as a strategic advisor to the Senior Manager, Community Services and maintains the public interface for the SRD on parks and land use matters.

MAJOR DUTIES AND RESPONSIBILITIES

1. Works closely with the Senior Manager, Community Services and provides departmental leadership to ensure that the operational objectives are supporting the strategic priorities of the SRD.
2. Supervises parks and planning staff in all associated administrative duties and work plan items.
3. Mentors parks staff in the development and interpretation of parks rules and regulations and parks policies; provides a supervisory role with respect to tracking park operations, park projects, contract administration, day-to-day workload and associated delivery timelines; reviews draft work products; and directs all aspects of parks record keeping and associated office procedures.
4. Mentors planning staff in the development and interpretation of land use bylaws and the processing of land use applications; provides a supervisory role with respect to tracking planning operations, day-to-day work load and associated delivery timelines; reviews quality and accuracy of draft work products; and directs all aspects of planning record keeping and associated office procedures.
5. Provides assistance and advice to senior staff and plays a significant leadership role in long-range parks and planning matters including parks master plans and rules and regulations, local area plans, neighbourhood plans, sustainability planning, official community plans and key land acquisition and park planning projects.
6. Researches background information and prepares reports for senior staff, other departments, committees and the Board regarding a variety of topics and projects of moderate complexity relating to policy and bylaw development, official community plan and zoning amendments, development/development variance permits, agricultural land reserve applications and other related matters.
7. Processes a variety of complex land use applications/permits in accordance with planning principles, legislation, environmental regulations, and department policies and procedures; and explains deficiencies and the requirements for acceptance.
8. Coordinates public hearings, public meetings, open houses, charette sessions and general public consultation pertaining to parks and land use matters.

9. Oversees parks and planning customer service delivery to ensure a high level of customer service related to counter, email and telephone enquiries. Assists customers at the counter and responds to telephone enquiries by explaining and interpreting land use bylaws, development and variance processes, SRD policies, procedures and objectives, and the role and requirements of other departments and agencies
10. Undertakes other assigned duties and projects as directed by the Senior Manager, Community Services.

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KNOWLEDGE, ABILITIES AND SKILLS

- Sound knowledge of provincial legislation relating to the work, including the *Local Government Act*, *Land Title Act*, *Agricultural Land Commission Act*, and *Strata Property Act*.
- Sound working knowledge of local government planning services and delivery of same.
- Ability to conduct with accuracy and in keeping with legislative requirements the review and analysis of draft research findings and reports relating to a variety of planning matters.
- Ability to mentor, lead and motivate parks and planning staff in the delivery of quality services and provide technical advice and professional guidance specific to operational needs.
- Ability to organize own work and perform duties with minimal supervision.
- Ability to handle multiple tasks simultaneously and manage multiple priorities.
- Strong communication, interpersonal, organizational, time management, analytical, problem solving and expediting skills.
- Skill in utilizing computer applications applicable to the work, including but not limited to MS Windows and MS Office software and land use data base programs used in local government.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date