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## Manager of Planning

The City of Duncan invites applications from candidates with the proven skills, qualifications, and abilities for the full-time permanent position of Manager of Planning.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful, walkable, downtown blocks lined with 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city offers high quality living and acts as the commercial centre serving a population of approximately 80,000 people.

Reporting to the Chief Administrative Officer, the successful candidate will be responsible for overseeing the planning and development functions for the City of Duncan. The incumbent will supervise and work alongside two employees that cover both long-range and short-range planning, application processing, as well as bylaw enforcement activities pertaining to land use. The Manager of Planning requires specialized knowledge and skills in processing of development permit applications and rezoning applications, conducting public engagement, and administering the Official Community Plan, neighbourhood plans, , and other City plans, bylaws, policies, programs, and projects.

### **Necessary skills and qualifications include:**

- A Master's degree in land use planning.
- Minimum five years of management related experience in local government land use planning and development control, with preference given to BC experience.
- Membership or eligibility for membership in the Canadian Institute of Planners and PIBC.
- A strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision.
- Ability to strategically coordinate and supervise a small work force of technical staff/contractors.
- Ability to exercise sound judgement in meetings and dealings with surrounding local governments, First Nations, the Province, committees, and other groups.
- Ability to effectively engage the public in community planning projects.
- Ability to develop and prepare policy proposals, define problem areas, determine research methods, analyze and evaluate data, and prepare comprehensive reports.
- Knowledge of land development processes, techniques, servicing, construction practices, urban design principles, market conditions, and financing strategies.
- Ability to perform all duties under minimal supervision when necessary.

You are invited to submit your resume, cover letter and 3 references, by **4:00 p.m. Tuesday, October 12, 2021** to the attention of Human Resources at [HR@duncan.ca](mailto:HR@duncan.ca).

This excluded position offers a wage rate commensurate with your qualifications and experience. A detailed job description and required qualifications are available on the City of Duncan website ([www.duncan.ca](http://www.duncan.ca)).

*We thank all applicants, but only those being considered for interviews will be contacted.*