



## Live where you work

### Manager, Development Services

Majestic mountains, the rugged West Coast Trail, serene lakes and one of the world's tallest free-standing timber rail trestles all lie in the picturesque Cowichan Valley on Vancouver Island. Close to major population centres in Victoria, Nanaimo, and Vancouver, the region enjoys an inviting network of unique communities and landscapes and a wealth of cultural and recreational opportunities. The Cowichan Valley Regional District (CVRD) provides a wide range of local government services to a population of 80,000, located within its 4 distinct municipalities and 9 electoral areas.

The CVRD invites applications for the position of **Manager, Development Services**. Reporting to the General Manager, Land Use Services, the Manager, Development Services plans and directs activities related to land use and development in electoral areas; mentors and manages employee performance; and provides professional and strategic advice to the Board, Committees, and Commissions.

The successful candidate will hold a graduate degree in Urban or Rural Community Planning (or a related field) and membership in the Canadian Institute of Planners, supplemented by a minimum of six years of experience, including two years in a supervisory or management role preferably in the BC local government context. An equivalent combination of education and

experience may be considered. The successful candidate will also be an innovative, inclusive, and transparent leader able to motivate and engage others while acting as a project manager with enthusiasm and diplomacy.

If you are passionate about shaping the future of the CVRD and you are looking for a challenging and rewarding career, we are interested in hearing from you. Please forward your resume and cover letter, confirming how your education and experience meets the requirements of this position, quoting Competition **LUS19084-E** before **4:30 p.m. on October 10, 2019**, to the Human Resources Division at [hr@cvrd.bc.ca](mailto:hr@cvrd.bc.ca) in either MSWord or pdf format, or to 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax to 250.746.2522.

The CVRD provides a competitive compensation and benefits plan commensurate with experience. A detailed job description, outlining the required qualifications and responsibilities, is attached.

*The CVRD would like to thank all applicants. Please note that only those selected for an interview will be contacted.*



**COWICHAN VALLEY  
REGIONAL DISTRICT**

**JOB DESCRIPTION  
September 2019**

|                           |                             |
|---------------------------|-----------------------------|
| <b>Position Category:</b> | <b>Division Manager</b>     |
| <b>Department:</b>        | <b>Land Use Services</b>    |
| <b>Division:</b>          | <b>Development Services</b> |
| <b>Section:</b>           |                             |
| <b>Reference:</b>         | <b>Exempt</b>               |

**General Accountability & Purpose of the Job:**

Reporting to the General Manager, Land Use Services, the Manager, Development Services coordinates, plans and directs activities related to land use and development in electoral areas; supervises, mentors, and manages the performance of Development Services employees; provides professional planning advice on land use and development related matters to the Board, Committees and Commissions; manages special projects; and builds and maintains effective working relationships with employees, elected officials, government agencies and the public. The Manager Development Services supports the implementation of the Board's strategic priorities, enhanced service delivery, and effective administration of the Land Use Services Department.

**Typical Job Duties:**

- a. Ensure the effective application of CVRD policies, bylaws, applicable legislation, common law and professional best practices pertaining to the work of the division.
- b. Assist the General Manager in the day-to-day administration of the Land Use Services Department.
- c. Supervise, mentor and manage the performance of unionized employees in the Development Services Division.
- d. Prepare and review staff reports for the Board, Committees and Commissions.
- e. Assist with the development, review and update of Official Community Plans, regulatory and administrative bylaws, operational policies, and associated business processes and documents.
- f. Provide project management for bylaw development and initiatives undertaken by the Department.
- g. Represent the CVRD in regards to the subdivision requirements of land development proposals.
- h. Prepare the budget for the Development Services Division and assist the General Manager and Manager Community Planning with the preparation of the overall Departmental budget.
- i. Attend Board, Commission and Committee meetings, public hearings, public meetings, and Advisory Commission meetings to provide information and make recommendations, as required.
- j. Participate in employee recruitment, development and retention processes.
- k. Liaise with and respond to enquiries from elected officials, external agencies, First Nations, and the public on land use and development matters.
- l. Any other related duties or tasks as required.

**Organizational Relationship:**

The Manager, Development Services reports to the General Manager, Land Use Services Department.

**Qualifications**

Education/Training

A Graduate degree in Urban or Rural Community Planning, or a related field of study (e.g. Urban Design, Architecture, Landscape Architecture, Engineering, Geography, Urban Studies, Environmental Studies, Natural Resources Management, Sustainability, Public Administration).

Experience

A minimum of six (6) years of progressively responsible, professional land use planning experience, including at least two (2) years in a supervisory or management role, preferably in a BC local government setting

An equivalent combination of education, training and experience may be considered

#### Occupational Certification

Class 5 BC Driver's License

Membership or eligibility for membership in the Canadian Institute of Planners (CIP) and the Planning Institute of British Columbia (PIBC)

#### Knowledge

Knowledge of planning theory and best practices

Knowledge of legislation and common law applicable to land use planning in the Province of British Columbia

Knowledge of local government regulatory and administrative processes

Knowledge of supervisory and management techniques

Knowledge of business English, including proper spelling and grammar

Knowledge of sound budgeting practices

#### Skills & Abilities

Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, applicants, elected officials, agencies, First Nations and the public

Ability to prepare and present clear and concise reports that are also appropriate for the intended audience

Ability to lead, motivate, empower, and manage unionized employees in a respectful, proactive manner

Ability to participate as an engaged member of a team and to work independently

Ability to remain calm and to exercise good judgement in stressful situations

Ability to manage time, projects and deadlines effectively

Ability to learn and apply new skills; motivation and willingness to take initiative and full responsibility for select activities

Ability to develop and analyze concepts and strategies and to problem solve to establish goals and priorities

Proficient using Microsoft Office Suite