

**POSITION VACANCY – DEVELOPMENT SERVICES**

(Internal/External Competition)

#2019-27

**SENIOR PLANNER / DEVELOPMENT APPROVALS SUPERVISOR****(1 Position)**

<b>Job Title:</b>	SENIOR PLANNER / DEVELOPMENT APPROVALS SUPERVISOR
<b>Classification:</b>	Permanent Full-Time
<b>Department:</b>	Development Services
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description Graduate degree from a recognized University planning program. Five (5) years recent and relevant municipal community planning experience. Membership or eligibility for membership in the Canadian Institute of Planners and Planning Institute of BC.
<b>Rate of Pay:</b>	Band 19- \$42.41 per hour (Subject to JE)
<b>Hours of Work:</b>	35 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Director of Development Services

**Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".**

This job posting will remain open until 4:00 p.m. October 6, 2019. For further information, please contact Jake Belobaba at [jbelobaba@ladysmith.ca](mailto:jbelobaba@ladysmith.ca) or 250.245.6405.

Submit resume and cover letter to:

Ian Paydli, Manager of Human Resources  
410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
E: [hr@ladysmith.ca](mailto:hr@ladysmith.ca) | P: 250.245.6412 | F: 250.245.6411

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Post: FJCC, City Hall, Public Works, Development Services





<b>TITLE:</b>	SENIOR PLANNER / DEVELOPMENT APPROVALS SUPERVISOR
<b>DEPARTMENT:</b>	DEVELOPMENT SERVICES
<b>DIVISION:</b>	COMMUNITY SERVICES
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	19 (Subject to Job Evaluation)

### GENERAL ACCOUNTABILITY

Reporting to the Director of Development Services, the Senior Planner / Development Approvals Supervisor provides professional development control planning services, participates in providing professional land use policy planning services and related projects, and assists the Director in the provision of advice to Council and various Council committees regarding varied planning and community development initiatives. This position contributes to the effective operation of the department by supervising professional, technical, and support staff and playing a leadership role within the areas of land use policy and regulation, community planning, development approvals, and community resiliency initiatives.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- Leads staff and consulting teams in the preparation or review of new or existing official community plan(s) and zoning bylaws
- Leads, facilitates, and participates in community consultation processes and actively engages stakeholders and partners in community development / resilience activities.
- Undertakes and supervises the processing of complex development applications, including the evaluation of commercial, industrial, and other proposals within existing policy guidelines and community objectives and requirements.
- Supports the Approving Officer with file management and application review coordination.
- Assists business investors with process navigation and Town incentive programs.
- Researches, recommends, creates, and implements community sustainable development / resilience programs and initiatives.
- Prepares and maintains bylaws, policies, guidelines, and procedures.
- Conducts complex research projects and prepares clear, concise reports.
- Coordinates the collection, analysis, and reporting of current demographic, economic, land use, and related development data.
- Oversees the development and maintenance of document management systems and various user-friendly print and electronic materials.
- Prepares and maintains departmental records, files, reports, correspondence, notices, and documentation as required.
- In consultation with the Director, seeks legal advice on development related matters.
- Prepares and presents technical planning reports, recommendations, and advice to advisory bodies and stakeholders at Council meetings and public hearings.
- Prepares and evaluates RFPs, and coordinates, assigns, and reviews the work of consultants as required.
- Serves as the staff liaison to Development Services Commissions and Committees and attends meetings as required.
- Coordinates and supports project and departmental budgeting processes and submits detailed budget information for review and approval.
- Organizes, directs, and provides guidance, coaching, leadership, training, constructive feedback, direct oversight and supervision to professional, technical, and support staff ensuring conformance with legislation, Town bylaws, policies and procedures.



- Provides technical advice and recommendations to development approval staff.
- May be required to temporarily assume duties of professional, technical, and support staff, and the Director of Development Services/Approving Officer position.
- Attends professional development training as directed.
- May be required to work outside of regular office hours and on weekends.
- Other related duties as required.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. A graduate degree from a recognized University planning program and a minimum of five (5) years recent and relevant municipal community planning experience. An equivalent combination of education and experience may be considered.
2. 2 years recent and relevant supervisory experience.
3. Membership, or eligibility for membership with the Canadian Institute of Planners and Planning Institute of BC.
4. A demonstrated thorough understanding of:
  - Public planning processes and land use strategies
  - Contemporary planning theories, principles, techniques and practices.
  - The political and institutional contexts impacting community development and planning.
  - Legislation governing planning in BC, including the Local Government Act and the Community Charter.
  - Bylaw drafting and interpretation.
  - Strategic decision making and risk management with respect to planning and policy implementation.
  - The application of project management principles and practices.
  - Emerging trends and issues relevant to planning.
5. Demonstrated ability and motivation in gathering, integrating, analyzing, and evaluating data for the provision of advice, recommendations, and the independent completion of complex technical reports.
6. Demonstrated ability to review and interpret development proposals, maps, legal descriptions, rights of way, easements and covenants.
7. Demonstrated ability to independently supervise and process development applications of all types.
8. Demonstrated intermediate level proficiency in the use of Microsoft Office and computer applications inclusive of professional/desktop GIS applications.
9. Possession of a valid BC Driver's License - Class 5.
10. Demonstrated initiative without supervision or specific direction; completing tasks by removing barriers and locating necessary resources.
11. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
12. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
13. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
14. Demonstrated ability to adapt, thrive and make decisions in an atmosphere of changing priorities or emergent circumstances regarding issues of importance to the organization, its people and the community.
15. Demonstrates valuing diversity.