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| **Job Title** | **Manager of Planning** |
| **Reports To** | Chief Administrative Officer | **Salary Grade** | Exempt – Management Staff |
| **Department** | Planning | **Updated** | November 2018 |

**Job Summary**

The Manager of Planning, under the direction of the Chief Administrative Officer, will primarily be responsible for overseeing the planning, building and development functions of the District of Sparwood and identifying areas requiring improvement. The Manager will supervise a small department of planning and building inspection staff. Key duties include the effective and efficient delivery of development services, building inspection services, geographic information systems (GIS), and economic development for the District; management and oversight of external consultants; providing advice and technical guidance to the Chief Administrative Officer and Council regarding development processes; preparing and monitoring the department’s annual budget; and ensuring compliance with legislation and the policies and procedures approved by Council. The Manager of Planning must have the ability to adapt to new technology and the ability to deal with people sensitively, tactfully, diplomatically, and professionally.

**Job Duties**

* Oversees the activities of the Planning Department including the Official Community Plan Bylaw, Zoning Bylaw, Building Bylaw, land use and development applications, building permit applications, sign and tree permit applications and GIS processes.
* Prepares or oversees the preparation of planning studies and reports, policy documents and strategic plans on a variety of planning issues such as livability, local area plans, development permit guidelines, climate action, or other related matters to guide the future development of the community.
* Manages planning staff, including determining the nature of the work to be performed, recruiting, development and training, and ensuring quality and quantity of work meets established standards. Resolves staff issues, manages performance and handles disciplinary issues and participates in grievance processes.
* Attends and makes presentations on community planning, environment and/or development matters at Council and other meetings as required. Facilitates and oversees the coordination of public consultations to address development and land use issues.
* Oversees the on-going maintenance of the District’s GIS systems including the preparation of maps, reports, and other related information related to the District’s spatial data. Liaises with other departments to support GIS needs such as asset management, engineering, and other related services.
* Coordinates and oversees the District’s economic activities as directed by Council or the Chief Administrative Officer. Liaises with the business community and periodically reports back to Council on matters affecting or having the potential to affect the economic well-being of the community.
* Prepares or oversees the preparation of requests for proposal, assists in the evaluation and selection of consultants and ensures the successful implementation of work.
* Assists in the preparation of annual and long-range capital and operational budgets for the Planning Department, and monitors expenditures of allocated funds within the approved budget.
* Ensures conventional and electronic departmental data, documents, reports, drawings and correspondence are maintained for the Planning Department in accordance with the District’s Records and Information Management (RIM) Program.
* Builds and maintains effective communication and coordination with internal and external contacts including other governments and agencies, developers, consultants, stakeholder groups, District staff and general public regarding planning services.
* Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies and procedures; reports unsafe and/or insecure situations in accordance with regulations and District standards; directs the implementation of emergency procedures as appropriate.
* Undertakes other assigned duties as required.

**Job Requirements**

* University Degree in land use planning, and either a member, or eligible to be a member, of the Planning Institute of BC;
* Five years of experience in a management role and three years of experience in a municipal environment or a consulting firm working with municipal governments;
* Excellent knowledge of the philosophies, principles and practices of municipal planning, sustainability and design;
* Proficient in Microsoft Office programs (including Word, Excel, PowerPoint and Outlook);
* A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills;
* Ability to identify issues and implement creative and strategic solutions to overcome problems;
* Sound analytical thinking, planning, prioritization, and execution skills;
* Effective leadership skills, with a strong focus on mentoring and motivation of employees;
* Ability to delegate, set expectations, and monitor progress of all direct reports;
* Ability to identify measures of performance and actions needed to improve or correct performance;
* Experience with budget preparation and control;
* Ability to adapt to new technology;
* Ability to deal with people sensitively, tactfully, diplomatically, and professionally; and
* Strong writing, editing, and proofreading skills.

**Competencies**

* Accountability
* Coaching
* Communication
* Conflict management
* Cultural sensitivity
* Decision-making
* Leadership
* Managing performance
* Project management
* Resource and fiscal management

**Work Conditions**

* Participation in meetings and conducting presentations
* Frequent overtime
* Interaction with Council, employees, management, and the public at large
* Working in a busy office environment with frequent interruptions and tight deadlines