

**DISTRICT OF PEACHLAND**  
**Planning Manager**

The District of Peachland is a growing, vibrant community of approximately 5,800 located on the beautiful Okanagan Lake between Kelowna and Penticton.

We are seeking a Planning Manager to be a leader in the planning of our community.

The Planning Manager, reporting to the Director of Planning and Development Services, assists with the leadership, management and delivery of planning and development application processing and long-range planning programs. This position provides leadership to department personnel and administrative staff with the objective to ensure the provision of excellent customer services.

If you are a confident leader with the ability to deliver customer-focused services and ensure other deliver the same, this opportunity may be of interest to you.

**Key Job Duties Include:**

- Assigns, schedules, supervises, and directs the professional and technical work of select department personnel and administrative staff.
- Oversees the processing of all development applications involving Council approval or in-house staff approval, and facilitates development referrals to various District departments.
- Provides technical and professional expertise; prepares development guidelines and establishes development conditions; consults with developers, engineers, architects, landscape architects and the general public.
- Fosters strong relationships, has political acumen, and has an exceptional understanding of current/development planning and long-range planning principles and legislation.
- Ensures that the development approval processes, policies and bylaws are regularly updated and revised.
- Manages the subdivision review and approval process in support of the approving officer.
- Manages external consulting contracts for major planning projects, including the determination and administration of budget requirements, the supervision of work, and the oversight of deliverables to ensure satisfaction and punctuality.
- Manages contracts and invoices for final approval by the Director and ensure the delivery of planning and development projects as required.
- Assists with the departmental annual budget preparations and manages approved projects and tasks.
- Assists with the Human Resourcing requirements for the department.

**Training and Experience:**

- Registered Professional Planner (RPP) designation and membership in the Canadian Institute of Planners (MCIP), or eligibility for membership.
- University Degree in Urban/Community or Regional Planning or a related field.
- 5 years progressive experience in a local government setting is required, including a minimum of two years of supervisory experience and a minimum of five years of directly related experience in a municipal government planning department.
- Excellent communication skills.
- Ability to work with tight deadlines.
- A valid BC Driver's License.

Please submit resume with cover letter by 4 pm, June 17, 2022 to:

Jennifer Sawatzky  
District of Peachland  
5806 Beach Avenue  
Peachland, B.C. V0H 1X7  
e-mail: [careers@peachland.ca](mailto:careers@peachland.ca)