

SCHEDULE A

MANAGER OF PLANNING

- Leads and manages Planning staff. Encourages the ongoing development of Planning staff;
- Builds and maintains excellent working relationships with management, employees and the public;
- Model a positive leadership culture within the organization;
- Develop, in collaboration with the Director, divisional budgets and manage capital and operational budgets accordingly;
- Manage current planning files (e.g. zoning and development permit) from application through to Council and any required implementation and follow up;
- Prepare and present reports to senior leadership or Council on planning related topics or issues;
- Review business license applications as the District's License Inspector;
- Work in collaboration with the municipality's designated Approving Officer on subdivision and development related files;
- Create, monitor, review, present and update Planning policies and procedures, including bylaws, as deemed appropriate;
- Prepare, lead and implement applicable Planning projects as a Project Manager;
- Provide innovation, creativity, problem solving and teamwork to create a culture of continuous improvement;
- Oversee health and safety in a proactive manner for the department;
- Participate in continuous upgrading through ongoing study of regulations and procedures and taking appropriate workshops and training;
- Keep confidential sensitive information including reports to Council, negotiations and agreements with potential contractors, developers and community stakeholders;
- Knowledge of, and experience in, Planning processes and best practices;
- High level of understanding of basic project management skills including work breakdown structures and organizing the staff member's roles and responsibilities;
- Technical writing skills, particularly for the drafting of Council reports;
- Budget management skills and ability to determine cost effective solutions;
- Strong computer and technical writing skills;
- Ability to communicate effectively including active listening, maintain positive public relations and excellent problem-solving skills;
- Ability to work in a team environment displaying leadership, positive work ethic, integrity and the ability to follow direction effectively;
- Ability to apply independent judgement to complex problems;
- Ability to make formal public and Council presentations;
- Ability to manage multiple deadlines, tasks and projects in a fast-paced environment;
- Good organizational and time management abilities;
- Perform other related duties as required.