

## Manager, Planning & Sustainability Services - 1801

### Position Title

Manager, Planning & Sustainability Services

### Status of Position

Permanent Full Time



### Position Description

**Job posting closes: April 22<sup>nd</sup>, 2023 at 5:00 p.m. Yukon Standard Time**

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future **permanent full-time, permanent part-time, temporary full-time, temporary part-time, term or casual vacancies** within the same department and classification based on the organizational needs by going to the next highest ranked candidate until the eligibility list expires.

The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

## Manager, Planning & Sustainability Services

**Job Code: 249**

**Department: Planning & Sustainability Services**

### Job Summary:

The incumbent plans, manages and evaluates Land Use Planning, Environmental Sustainability and Economic Development activities. Establishes and directs municipal goals, financial and business plans and strategies to ensure the effective planning and delivery of programs and services.

### Duties and Responsibilities:

1. Manage the daily activities and long term initiatives of land planning, environmental sustainability and economic development for the City.
2. Oversee and coordinate a variety of projects for the department.
3. Manage all amendments and updates to the Official Community Plan and Zoning Bylaw.
4. Collaborate with internal and external stakeholders on departmental initiatives. Work closely with the Land and Building Services department on shared and overlapping activities.
5. Manage and provide leadership in all human resource areas, including recruitment, training and performance management.
6. Undertake major studies and develop strategies, directives, policies and procedures to advance land use planning, environmental sustainability and economic development initiatives.
7. Coordinate and direct public consultations with interested groups and the general public. Advocate the City's position on policy matters. Oversee public education and awareness on initiatives as required.

8. Participate on various committees and chair the City Parking and Transportation Demand Management working group.
9. Prepare, review, revise and make recommendations on capital projects, operational practices and monitoring activities.
10. Prepare procurement tools, prepare project budget, review proposals and make recommendations.
11. Submit proposals for available funding programs and compile status reports.
12. Prepare and control the department's annual and multi- year capital and operation and maintenance budgets.
13. Attend Council meetings and conduct presentations as required.
14. Ensure, so far as is reasonably practicable, that safety procedures and standards are followed by personnel throughout the department.
15. Other related duties.

This description contains elements necessary for identification and evaluation of the job. The incumbent may be required to perform other related duties.

**Category**

Management

**Position Requirements**

**Working Conditions:**

Majority of the work is performed under normal office conditions with frequent internal and external meetings. There are regular outdoor site visits. Regular evening and weekend work is required.

**Required Knowledge, Skill and Abilities:**

- Degree in related discipline.
- Minimum eight years progressive, related experience, four of which have been in a supervisory or management level.
- Knowledge of federal, territorial and municipal processes.
- Knowledge of current trends, practices and research in land use planning, environmental sustainability and economic development.
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- Excellent skills relating to communications, team building, liaise with stakeholders, human relations, strategic operational and financial planning, and problem solving.
- Proven written and oral communication skills to develop and present reports, position papers and proposals.
- Class 5 driver's license.

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

**Examples of Equipment to Operate:**

General office equipment with the ability to operate CAD, GIS, ERP software programs, spreadsheets, electronic mail, word processing, etc.

**Other Details:**

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via [www.whitehorse.ca/careers](http://www.whitehorse.ca/careers). Instructions on applications are provided at <https://www.whitehorse.ca/our-government/employment/how-to-apply/>. If you have any further questions regarding this posting, please contact the recruiter at [HR@whitehorse.ca](mailto:HR@whitehorse.ca).

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of

qualifications during their interview.

**Employment Contract**

Management and Confidential Exclusion Bylaw

**Range**

\$63.98 - \$79.69

**Hours Per Week**

5 X 7.5 Hours

**Guaranteed Minimum Hours**

**Start Date of Position**

4/18/2023

**End Date (Temporary and Term)**

**Number of Hires Needed**

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