



JOB DESCRIPTION

Position Title

Director of Community Development

Standard Hours

37.5 hours per week

Position Type

Exempt, non-union

NOC Code

Immediate Supervisor

Chief Administrative Officer

Department

Administration

Location

Municipal Hall

Job Purpose

The Director of Community Development Services is accountable for the provision of effective leadership, advice and support on all planning and land use functions of the District. The Director is the District's chief planner, who oversees an integrated approach to development and policy planning, and has the overall responsibility for the development and delivery of standardized frameworks, policies and guidelines to ensure that land use occurs in accordance with the Official Community Plan to effectively achieve the District's strategic goals and vision. The Director is responsible for any development-related projects, providing strategic advice and direction on the development process, coordinating and advising planning staff on development applications and processes, communicating and coordinating planning issues with other departments and jurisdictions, participation in public and technical meetings and representing the planning department at Council meetings and with outside agencies.

Currently the direct reports for the Community Development Department are: a Planner, Planning Assistant and Level III Building Inspector.

Major Duties and Responsibilities:

Ensuring the effective application of policies, bylaws, applicable legislation, common law and professional best practices pertaining to the work of the Community Development Department. This includes undertaking all statutory requirements as the District's duly appointed Approving Officer. The Director is directly responsible for the requirement of the Community Charter, Local Government Act, Land Titles Act and any other pertinent legislation as they pertain to the roles and responsibilities.

Supervising, mentoring and managing the performance of Community Development staff:

- Prepare and review staff reports for the Council, Committees and Commissions.
- Development, review and update of Official Community Plans, regulatory and other applicable bylaws, operational policies, and associated business processes and documents.
- Provide project management for bylaw development and initiatives undertaken by the Department.

As the role of Statutory Approving Officer, consider applications for subdivision, create Preliminary Letter of Assessments (PLAs) and coordinate between municipal departments and external government agencies.

Prepare the budget for the Community Development Department and work with the CAO and the senior staff team in the preparation of the overall Departmental budget.

Attend Council and Committee meetings, public hearings, public meetings, to both provide and receive information and make recommendations, as required.

Participate in Community Development employee recruitment, development and retention.

Liaise with and respond to enquiries from elected officials, external agencies, First Nations, and the public on land use and development matters.

Participate in District Emergency Planning and Response as a key role player.

Any other related duties or tasks as required.

Working with others:

- Work cooperatively with other District departments on projects and provide advice on planning and land use implications and legislation.
- Responsible for preparing specific components of comprehensive projects, including population projections, demand forecasts, climate impacts.
- Work with local First Nations Governments on a variety of issues including land use planning, policy development, cooperation agreements, and memorandum of understanding.
- Represent the District on inter-agency and intergovernmental technical and advisory committees and tables.

Skills and Abilities:

- Strong communication skills (both oral and written), in public relations, and in related people skills.
- Possess and exhibit a sound understanding of the principles of land use planning and the application of these principles.
- Possess strong knowledge of mapping and map interpretation in a variety of formats and map attributes.
- Possess a strong knowledge of land use regulatory mechanisms in place in the various service areas.
- Familiarity with the local land use planning history and anomalies that impact on the daily delivery of the planning services.
- Ability to use, operate, manipulate all department equipment and systems in the performance of planning tasks.
- Conduct site inspections and compile field information necessary to process applications, to respond to public inquiries or provide information for other departments.
- Ability to develop and maintain positive working rapport with related local and regional regulatory agencies. A sound understanding of the jurisdictional mandates of other regulatory agencies.
- Prepare documentation for relevant bylaw/zoning/usage enforcement purposes; such documentation may include file summation, on-site inspection information, and regulatory criteria, meeting with property owners and developers.
- Prepare concise reports to the Council, CAO, and/or senior staff team on a variety of planning related subjects.
- Research, draft and prepare, correspondence to property owners, solicitors and government agencies on matters of planning and District significance.
- Provide assistance to other staff members on matters relating to land use planning.
- Develop ongoing familiarity with associated legislation, regulations and court precedents that may impact on land use planning application within the District.

Specific Training and Experience:

- University degree or graduate degree in planning or related field and a minimum of 8-10 years of progressive planning experience preferably with a municipal or regional government in a leadership role.
- Sound understanding of local government bylaws and provincial planning legislation, planning law and related acts and statutes.
- Strong written and verbal communication skills.
- Sound understanding of provincial and federal legislation and related regulations.

Financial Responsibilities:

- With the CAO prepare and manage department budgets.
- Manage project budgets and review for accuracy invoices from consultants.
- Manage purchase of equipment for planning and related GIS functions.
- Manage training opportunities for department staff.

Work Environment:

- Evening and occasional weekend meetings both in and outside the main office.
- Overnight travel sometimes required.
- Extra hours as required to complete projects and meet project deadlines.
- Outside work to conduct site visit.
- Sometimes dealing with difficult individuals.
- Assist and direct planning staff in dealing with difficult individuals and contentious issues.
- Represent the District and present at public meetings at times on contentious issues.
- Address planning department personnel issues.

Physical, Mental and Visual Demands:

- Intense visual, listening and concentration.
- Occasional physical demands to conduct site visits or property assessment.
- Mental demands in dealing with difficult individuals.
- Multi-tasking to address competing interests and demands, and meet required deadlines.

Required Licenses/Certifications:

- Membership or eligibility for membership to the Canadian Institute of Planners (CIP).
- Other Professional related designation(s).
- Valid Class 5 Driver's Licence.

Job Description approved by:

Original Signed by John Fortoloczky

John Fortoloczky
Chief Administrative Officer