



PLANNING SERVICES MANAGER

Regular Full Time (Exempt)

We acknowledge with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmiŋə́m word kwíkʷə́lə̣m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə̣m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əcíyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

One of BC’s Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

In light of a recent retirement, we have an exciting opportunity on our team for an individual that excels in building and managing relationships. Here at the City of Coquitlam, we are fortunate to experience one of the highest growth rates in the region, and we have earned a reputation as a progressive City that manages growth while creating liveable, safe and complete neighbourhoods. Coquitlam offers the most exciting and diverse professional challenges in City building. This includes the development of new neighbourhoods on Burke Mountain and Fraser Mills, densification of our transit-oriented neighbourhoods and those served by SkyTrain (including our City Centre), as well as the incremental evolution taking place in our older, established neighbourhoods. We are proud of the relationships we have with external partners and we are looking for a customers service oriented professional to support us in overseeing politically sensitive and often complex development planning challenges while efficiently keeping us going!

In this role, you will be leading our front end teams to support complex inquiries and oversee development applicants to ensure a smooth, organized development review process, identifying and resolving issues involving specific development applications. As the Planning Services Manager, you will lead individuals to effectively support the application intake and review process. Reporting directly to the Director Development Services, and working closely with a peer team reporting to the Development Planning Manager you will make critical business decisions and will be part of the Planning and Development Department leadership team. You also have primary responsibility for administering and managing the Zoning Bylaw. This position offers an opportunity for the successful candidate to bring forward progressive new best practices, establish seamless workflows, lead process improvements, and exercise impeccable independent judgement in resolving matters with applicants. This will be done through frequent liaising with Senior Planners managing development files while also being in contact with other internal stakeholders. Additionally, you will provide input into development negotiations, and also on confidential reports to Council, while working collaboratively with other members of the Planning and Development management team. If you thrive in a fast paced environment, have excellent time management and interpersonal skills, this may be the next step in your career path!

This is an entry level management position in which you will coach, mentor and onboard staff into complex roles in customer service oriented and technical planning positions. Our ideal candidate would preferably possess a degree in Urban Planning, Business Administration or a related field. Education should be supplemented with 3-5 years of progressive experience managing complex case files in a professional environment, as well as experience managing budgets and supervising staff. Previous leadership experience and/or experience within a municipal setting is desired. Experience working as part of a planning and development team and understanding of zoning bylaws and other related provincial guidelines would be an asset.

Other Requirements include:

- A willingness to join and excel with a dynamic team and growing municipality that is full of opportunity.
- A desire to take on a new role and strengthen stakeholder relationships
- Excellent interpersonal skills to provide strategic advice and guidance on emerging challenges
- Technological skills and familiarity with programs such as MS Office, Bluebeam, and/or AMANDA
- Excellent written and verbal communication skills with the ability to negotiate, influence, and liaise effectively with colleagues, contractors, consultants, community groups, members of the public and external agencies.
- Advanced research, analytical and problem solving skills, with an ability to interpret and act on emerging issues.
- Ability to undertake research and prepare reports or recommendations to senior management, boards of directors and/or City Council.
- Knowledge of municipal permitting processes and the *Local Government Act* considered an asset. An understanding of and a desire to promote the strategic direction of the City.



The City offers a competitive salary and an excellent benefits package. This position is based in Coquitlam with some flexible, hybrid work options available. Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great - sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on September 21, 2023.

*The City of Coquitlam is an Equal Opportunity Employer.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*