

**DISTRICT OF KITIMAT
TEMPORARY MANAGER OF PLANNING
APPROXIMATELY ONE YEAR TERM**



Nature of Position:

The District of Kitimat is recruiting for a TEMPORARY, Manager of Planning. This is a temporary position until the incumbent's return – term will be approximately one year. Reporting to the Director of Planning, you will supervise three (3) Planners and one Administrative Assistant; and guide the team's daily activities. You will prepare community plans, policies, and bylaws; and assist with the management of municipal land and land use applications.

Where is the job?

Located in Northwest BC, Kitimat is a master-planned greenbelt community and home to just over 8,000 residents. Kitimat provides a stable tax base and is experiencing growth from increased levels of industrial, residential, and commercial development. To learn more about your new home, visit <https://kitimatbound.ca/move-to-kitimat/>.

What will you do?

- Recommend work programs and schedules; supervise and direct the work of department personnel, and complete performance management activities in conjunction with, or in absence of, the Director.
- Issue requests for proposals (RFPs) and invitations to qualify (ITQs) for planning projects. You will evaluate proposals; and select and manage consultants on contracts up to and exceeding \$200,000 in conjunction with, or in absence of, the Director.
- Assist the Director with undertaking and coordinating the work for complex and major planning projects and land use applications and provide project management oversight for planning staff working on a variety of planning projects and land use applications.
- Share responsibility, with the Director, for municipal land sales, purchases, leases, right-of way, covenants, easements, encroachments, licences and other land agreements.
- Represent the Municipality on inter-agency and intergovernmental technical and advisory committees as assigned.

What will you get in return?

- A competitive salary of **\$130,698.00**
- Complimentary use of the District's fantastic recreation facilities
- Relocation and rental assistance if you are moving to the area

What do you bring with you?

- A university degree, preferably a post graduate degree in planning or a closely related field
- Professional designation as a Registered Professional Planner (RPP)
- Five (5) years of planning experience, with at least three (3) years' experience in a municipal setting
- Two (2) years of experience in a unionized setting
- Experience mentoring and coaching early-career-stage planners
- Solid skills in research, communication, and presentation

Why should you choose Kitimat?

At the District of Kitimat, we are committed to recruiting a diverse workforce that represents the community we serve, establishing an inclusive, equitable, and accessible environment for all. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. If you require accommodation during the recruitment process, we will work with you on arranging an accommodation where possible that is suitable for your abilities.

The District of Kitimat has been approved by the BC Office of the Human Rights Commissioner to implement an equity enhancing Special Program, to give hiring preference to qualified candidates who self-disclose that they are Indigenous. If you are Indigenous, you are encouraged to state that in your application.

What do you do now?

To apply for this position, please submit a detailed resume and cover letter to hr@kitimat.ca by 4:30 pm on December 15, 2023.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.