

Manager of Development Services

Reports to the Chief Administrative Officer

Permanent, Full-time: Monday to Friday – 8:30 – 4:30, some evening work required.

Definition:

The Manager of Development Services reports directly to the CAO and is responsible for the oversight of building, zoning, development administration for the Village, as well as the management of the Development Services team.

This position acts as Approving Officer in accordance with the statutory authority assigned through the *Land Title Act*.

Overall Key Responsibilities:

- Plans, organizes, coordinates and directs the operation of the Development Services department in accordance with applicable policies, legislation and bylaws, and sound professional administrative planning practices.
- Acts as advisor and consultant to the CAO on planning and development policies, objectives, requirements and programs directly or through agencies, committees, and commissions, and attends meetings of such bodies as required.
- Plans, signs, checks and supervises the work of the Development Services staff, Coordinates with the CAO and HR Coordinator to ensure the optimum utilization of staff and resources through the selection, hiring, training, development, promotion and discipline up to and including dismissal of staff.
- Provides information, advice and assistance to potential industrial, residential and commercial developers and other agencies as required.
- Prepares, reviews and processes a variety of reports, correspondence, estimates and statistics.
- Establishes and maintains effective relationships with other departments, agencies, First Nations, community groups, property owners and the public and attends public meetings as required.
- Evaluates rezoning and other land use applications, and reports to the CAO on all land use matters.
- Acts as contact person for provincial and other agencies respecting land use and oversees the preparation of all Village planning documents (policies, bylaws and procedures) including the coordination of mapping projects.
- Assists with preparation of annual and long-range budgets for service areas of responsibility and also for monitoring budget on a monthly and quarterly basis.
- Carries out special projects as assigned by the CAO pertaining to land use and development matters.
- Other duties as assigned.

Key competencies

- **Leadership** - Ability to deal effectively with change and pressure; can adjust rapidly to new situations warranting attention and resolution. Invests in continually shaping and developing the team, inspiring increasing commitment, work effort and the desire to stay with the organization for the long term. Effectively manages a small team with diverse types of employees.
- **Land Development** – A progressive and demonstrated ability in planning either in the private sector or local government or a combination of both. Extensive knowledge of the principles, practices and regulations pertaining to planning and development, land use/transportation integration, residential and non-residential land use planning, monitoring and analysis of planning outcomes;
- **Project Management** – An experienced team leader with ability to influence and delegate, initiate and manage cross-functional teams and multi-disciplinary projects. Strong critical thinking, decision making and problem-solving skills. Ability to meet deadlines while remaining efficient under pressure.
- **Collaboration and Negotiation** – Has an honest, open, and consistent approach to working with others and possesses strong relationship and interpersonal skills. A champion at relationship building, developing, maintaining and enhancing partnerships and strategic alliances, and obtaining stakeholder agreement.
- **Communication Skills** – Ability to interpret, report, provide, advise and guide on a variety of complex matters pertaining to the Village. Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well. Possesses superior presentation skills.
- **Financial and Risk Management** – Managerial experience in finance and risk management; significant experience with capital and operating budget development and management; ability to manage the financial performance of the department; experience overseeing expenditures within approved budgets and taking corrective action if required.

Qualifications

- University graduate in an appropriate discipline, plus a post-graduate degree in community and regional planning, or an equivalent combination of training and experience.
- Five to seven years of planning-related experience.
- Local Government experience strongly preferred.
- Local Government Administration certificate or equivalent preferred.
- Membership in the Planning Institute of BC, or equivalent membership or certification an asset.
- Driver's License valid in British Columbia and satisfactory Driver's Abstract.