JOB DESCRIPTION

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| Job Title: MANAGER OF DEVELOPMENT PLANNING | Department: DEVELOPMENT SERVICES | Division: PLANNING |
| Classification: EXEMPT | Supervisor's Title: DIRECTOR OF DEVELOPMENT SERVICES | Date: NOVEMBER 10, 2021 |

## SCOPE OF THE ORGANIZATION

The **Corporation of the City of Courtenay** was established in 1915 to deliver municipal government services to the community. The Chief Administrative Officer (CAO) who reports to Council manages the Corporation. Eight departments report to the CAO, including Corporate Support Services, Development Services, Engineering Services, Financial Services, Legislative Services, Public Works Services, Recreation, Cultural & Community Services and the Fire Department.

**The Development Services Department** is responsible for overseeing land development processes within the City of Courtenay. The department is comprised of the following three divisions:

* The Development Planning Division is responsible for the implementation of the Official Community Plan, local area plans, zoning and other related bylaws and studies;; the processing of development applications, boundary extensions, sign permits, tree cutting permits and agricultural land reserve applications; and development of the zoning bylaw.
* The Building and Administrative Services Division is responsible for the implementation and enforcement of provincial building and plumbing codes and municipal bylaws relating to building construction. This division is also responsible for business licensing and administrative support for the Development Services Department
* The Subdivision and Development Servicing Division is responsible for administration of provincial legislation and municipal bylaws related to subdivision, including the Approving Officer function, and for the administration of municipal bylaws related to servicing new development.
* The Community and Sustainability Planning Division is responsible for the development and administration of plans and policies that guide the future growth and development of the community. These include the Official Community Plan, local area plans and the co-ordination of the planning, development, implementation and monitoring of the climate action strategy, sustainability projects and initiatives both at a corporate and community level.

## POSITION SUMMARY

This position is responsible for the review of various development application processes (OCP, zoning, permits, etc.); the preparation of planning studies, reports, bylaws, etc. The incumbent also prepares and monitors budgets and manages a team of professional Planning staff.

#### REPORTING RELATIONSHIPS

This position reports to the Director of Development Services.

Positions that report to this position are:

* Land Use Planner
* Planner 2 – Development
* Planner 1

# MAJOR RESPONSIBILITIES

1. Reviews or oversees the review of land use and development applications such as OCP, zoning, development permits, development variance permits, sign and tree management protection bylaws; Negotiates requirements with applicants as required ensuring compliance with City bylaws and Provincial legislation; Makes recommendations on the applications for consideration by the Director of Development Services and Council, and processes the outcome of their decisions.
2. Prepares, or oversees the preparation of, City bylaws relating to planning and land use matters initiated by Council or staff.
3. Manages staff, including determining the nature of work to be performed, recruiting, development and training, ensuring quality and quantity of work meets established standards. Resolves staff issues, manages performance and handles discipline problems and participates in grievance processes.
4. Attends and makes presentations on development planning matters at Council and other meetings as required. Facilitates and oversees the coordination of public consultations to address development and land use issues.
5. Reviews, or oversees the review of, subdivision applications to ensure compliance with City land use bylaws and makes recommendations on the applications for consideration by the Subdivision Approving Officer.
6. Prepares or oversees the preparation of requests for proposals and assists in the evaluation and selection of consultants, and ensures successful implementation of work.
7. Assists in preparation of annual and long-range operational budgets for the Development Planning Division, and monitors expenditures of allocated funds within the approved budget.
8. Ensures conventional and electronic departmental data, documents, reports, drawings, and correspondence are maintained in accordance with the City’s records management systems.

1. Builds and maintains effective communication and coordination with internal and external contacts including other governments and agencies, developers, consultants, stakeholder groups, City staff and general public in regards to planning services.
2. Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies and procedures; reports unsafe and/or insecure situations in accordance with regulations and City standards; directs the implementation of emergency procedures as appropriate.
3. Undertakes other assigned duties as required.

**TYPICAL QUALIFICATIONS**

**Education Requirements:**

* Degree in Urban Planning or related discipline.

##### Occupational Certificates, Licenses, Association Memberships:

* Membership, or eligibility for membership, in the Canadian Institute of Planners/Planning Institute of BC
* Valid BC Class 5 Drivers License

**Experience:**

* Considerable (7-9 years) experience in the community planning field with management experience and a focus on development approvals.

**Knowledge, Skills and Abilities:**

* Thorough knowledge of the philosophies, principles, and practices of municipal planning, sustainability and design.
* Strong interpersonal, communication, presentation, negotiation, research, problem solving, analytical, and management skills
* Good office computer skills
* Ability to be creative and use sound judgment in making planning decisions
* Ability to prioritize and meet deadlines
* Ability to plan, assign and direct the work of personnel and lead, coach, and motivate staff in a team environment
* Ability to deal effectively with representatives of government, business and development, the general public, City staff and Council members

**COMPLEMENTARY ASSETS:**

* Experience in local government planning

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| This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director's Name Signature Date |
| I have read this job description:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee's Name Employee's Signature Date |