

Community



Integrity



Respect



Innovation



Passion

## Assistant Director, Long Range Planning

Regular Full Time

Competition 2021- 159

*As the third largest City in British Columbia, the City of Burnaby is committed to creating and sustaining the best quality of life for our entire community. As a City, we provide facilities and services that support a safe, connected, inclusive, healthy and dynamic community. With this in mind, comes great responsibility – we seek likeminded individuals who are passionate about the community, work with integrity and respect, and are innovative when it comes to the work and services Burnaby provides to our citizens.*

The City of Burnaby's Planning Department is actively seeking an Assistant Director, Long Range Planning to work as a key part of the management team. If you want to be part of a professional team that is passionate about the work they do, then this is the job for you!

The Assistant Director, Long Range Planning, reports to the Deputy Director, Planning and Building and is accountable for overseeing the day to day management and supervision of the Long Range Planning Division. This position involves the development and advancement of long term policies, plans and programs related to the physical, economic, social and environmental aspects to sound growth management and development of the City. Duties include the preparation of major planning policies, studies and reports, often involving a multi-disciplinary and multi-jurisdictional approach for the consideration of Council and its various committees and commissions. The position is responsible for ensuring that the City's plans and policies are appropriate and contemporary to serve the City's current and future needs. Other duties include working with the development community; representing the City on regional planning matters, and representing the department by attending meetings of Council, committees, and commissions and other regional bodies. You will manage a team of planning, technical and administrative professionals in the fields of long range planning, housing, social planning, environmental planning, and transportation policy as well as oversee technical staff who manage various data sets on behalf of the department.

The successful applicant will have a post-graduate degree in planning with 10 years' progressive experience in planning, preferably in long range and policy planning. Must have a demonstrated ability to utilize initiative and creativity in bringing about effective responses to community planning matters within a sound growth management framework. The ability to support the Director and Deputy Director and manage the supervision of staff on a project basis in responding to complex and strategic issues is required. Other qualifications include thorough understanding of development approvals, as well as excellent supervision, management and communication skills. Additionally, a demonstrated ability to maintain effective working relationships with elected officials, employees, outside agencies, the general public and the development community is essential. Membership or eligibility for membership in PIBC and/or the Canadian Institute of Planners is an asset.

Please submit your application no later than **July 14, 2021**.

*Copies of relevant professional certificates or degrees will be required at the time of the interview. We thank all candidates for applying, but only those short listed will be contacted. Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online.*

Reference: 5000TBD

