

## SCHEDULE A

### MANAGER OF DEVELOPMENT

- Lead, manage and develop Engineering staff;
- Fulfill the duties of the District's Statutory Approving Officer;
- Lead the interdepartmental coordination and processing of multi-disciplinary development files utilizing current business systems and programs;
- Provide innovation, creativity, problem solving and teamwork to create a culture of continuous improvement;
- Develop, in collaboration with the Director, divisional budgets and manage capital and operational budgets accordingly;
- Create, review, improve and implement development related policies, bylaws and procedures;
- Participate in continuous professional development through ongoing study of regulations and procedures and taking appropriate workshops and training;
- Oversee health and safety in a proactive manner for the department;
- Keep confidential sensitive information including reports to Council, negotiations and agreements with potential contractors, developers and community stakeholders;
- Ability to work in a team environment displaying leadership, positive work ethic, integrity and the ability to follow direction effectively;
- Strong understanding of the engineering associated with municipal development servicing and related municipal bylaws;
- High degree of knowledge and experience in, municipal development procedures, processes and best practices;
- Technical writing skills, particularly for the drafting in Council reports and Policy documents;
- Ability to communicate effectively including active listening, maintain positive public relations and excellent problem-solving skills;
- Apply independent judgment to complex problems;
- Ability to make formal public and Council presentations;
- Highly motivated with the ability manage multiple deadlines, tasks and projects in a fast-paced environment;
- Perform other related duties as required.