



DISTRICT OF TOFINO

JOB DESCRIPTION

TITLE Manager of Planning Services

DEPARTMENT Community Services

File #:

HR-02

POSITION SUMMARY

Reporting to the Director of Community Services, the Manager of Planning Services is responsible for development services including planning, building inspection, and subdivision; parks and facilities planning; and emergency preparedness.

CORE COMPETENCIES

- The strong desire to make Tofino a great place to live or visit
- Ability to interpret policy directives and turn them into meaningful action
- Ability to lead and motivate a diverse group of employees
- Capacity to address competing demands in an effective manner
- Ability to address the concerns of elected officials, taxpayers and other stakeholders effectively and tactfully
- Strong written and verbal communication skills
- Public consultation experience
- Ability to prepare and deliver effective and understandable public presentations
- Working knowledge of municipal budgets and financial practices
- Working knowledge of procurement and project management practices
- Understanding of legislation related to land use planning
- Understanding of legislation related to emergency preparedness
- Working knowledge of legislation governing municipalities in British Columbia
- Understanding of the Local Government Act and Community Charter as related to land use planning

PRIMARY DUTIES AND RESPONSIBILITIES

- Supervise departmental staff in the day-to-day activities of the department including coaching, mentoring and evaluation of supervised staff
- Provide general and specific direction to the Community Services Department for areas related to land use planning and sustainability activities
- Make recommendations to the Director of Community Services, CAO and Council on operational, technical and staff matters that are under the purview of the Community Planning Department
- Liaise with departmental staff and the District's management team to coordinate all

- aspects of land use management in accordance with District bylaws and policies
- Process land use applications including, rezoning, development permit, development variance permit, applications
- Prepare land use bylaws
- Conduct and prepare studies and reports
- Liaise with developers, engineers, lawyers, consultants, and other government agencies on land use, recreation and emergency planning matters and negotiate development agreements servicing agreements and amenities agreements
- Coordinate development approvals process (i.e. agreements, fees, bonds etc.);
- Coordinate, review and recommend the Department's annual capital and operating budgets; monitor, administer and report on approved budgets and authorize payment of accounts
- Prepare and present information to Council as required
- Supervise and manage the performance of departmental staff
- Maintain a work environment committed to the health, safety, and wellness of all employees
- Develop and implement departmental procedures and policies as required
- Participate in the District's Emergency Response Program development, training and execution
- Support the records management function by ensuring appropriate filing of records related to Community Programs.
- Undertake procurement related to departmental projects and programs in accordance with District policies
- Progressively leads long range planning activities
- Attends regional and cross jurisdictional working groups with respect to planning matters
- Provide staff support and leadership for Council Committees as required
- Works with the community and municipal Council to plan and deliver facilities needed for the delivery of community programs
- Oversees the planning and development of parks and public spaces.
- Oversees the direction of actions related to community emergency preparedness, including developing emergency plans, supporting a robust emergency response training program, and supporting emergency social services.
- Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of planning law and municipal land use planning
- Proven experience in dealing with multiple tasks, and setting and meeting competing deadlines
- Proven ability to establish and maintain positive relationships with employees and external partners
- Able to work independently with minimal supervision and direction
- Excellent conflict resolution and negotiation skills
- Ability to resolve differences while maintaining strong relationships
- Understanding of confidentiality requirements
- Excellent written and verbal communication skills
- Proficient with Microsoft Office Suite
- Strong understanding of local government policies and procedures

TRAINING, EDUCATION AND EXPERIENCE

- Post-secondary education in land use planning or a related field.
- Minimum 5 years' experience in the field of municipal planning, with preference given to BC experience.
- Preference for being a Member of the Canadian Institute of Planners (MCIP) and a Registered Professional Planner (RPP) in British Columbia.

WORKING CONDITIONS

- Regular office environment
- Regular schedule of 75 hours biweekly
- May be required to attend meetings after regular business hours
- May be required to work outdoors for site visits
- Extended periods of sitting and computer use
- Travel may be required

REPORTING RELATIONSHIP

Reports to the Director of Community Services

Approved by CAO: