



## **GENERAL MANAGER, CITY PLANNING**

**(Exempt)**

*Job description under review*

**Competition #:** 193-COV-23  
**Closing Date:** November 29, 2023  
**Annual Salary:** \$118,536.47 - \$139,454.67

Reporting to the Director of Planning & Community Services, this position acts as Deputy and serves as Acting Director during leaves and other absences. The General Manager will supervise and be directly accountable for all activities of the current planning and long-range planning teams and act as the City's Principle Planner on highly-complex files, project and initiatives. This senior position provides leadership skills to advance the objectives and priorities of the overall department consisting of current planning, long range planning, subdivision control, development engineering, building and licencing, transportation and parks, economic development and Vernon tourism.

### **Duties Include:**

- Oversees and provides direction to the City of Vernon's Development Application Review Process regarding all land use applications, permits and referrals.
- Oversees specialized planning functions such as large-scale new development proposals, long range planning initiatives, new policy and regulatory development, Official Community Plan updates, environmental and climate action plans, and the development of secondary and neighbourhood plans.
- Advises the Director on all planning-related matters.
- Advises City Council, Council committees, commissions and elected officials; serves as liaison and performs all necessary functions in support of the City's Planning Advisory Committee.
- Provides overall management and leadership of department-related issues.
- Assigns work to professional and technical staff and ensures appropriate training and career development is provided.
- Evaluates operations, existing activities and prepares reports on process improvements, innovations and business system enhancements.
- Participates in budget preparation and administrations, monitors and controls expenditures.
- Serves as acting Planning Director in their absence.
- Responsible for the development, maintenance, administration and periodic review of the Zoning Bylaw and other land use regulations/policies.

- Provides leadership in delivering excellent customer service to members of the public, applicants, property owners and the business community.
- Oversees development and maintenance of benchmarking measures and systems to ensure effective measurement of performance and service delivery by the Department.
- Administers contracts and private sector consulting assignments including the monitoring of the Social Planning Council of the North Okanagan for the provision of social planning services to the municipality.
- Attends meetings of Council, Council committees, regional governance committees and other bodies, as required, as well as public hearings and other public meetings, as a resource and/or representative and/or staff liaison of the City.
- Develops and monitors the attainment of the Department's goals and objectives to support the Corporate (Council) Strategic Plan. Ensures Council's goals and objectives related to the Department are accomplished.
- Develops the department's annual budget and makes recommendations to the Director, Community Infrastructure and Development Services, and is accountable for financial results within budget allocations.
- Ensures risk management and liability exposures are addressed and monitored.
- Responsible for the Department's performance management process to ensure each employee's personal success and the value of their contribution to the success of their fellow employees and the organization, including feedback, coaching and identifying areas for development.
- Develops and maintains succession plans for the Department to ensure staff development, placement opportunities and continuity.
- Oversees an effective departmental safety program, which adheres to all WorkSafe regulations, including safety rules and procedures, safety orientation and training, identification/correction of workplace hazards, accident/incident investigation, and regular meetings.
- Assists the Director during periods of increased workload and/or special projects.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services as required. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Thorough knowledge of the principles, practices, methods, techniques and objectives of urban planning evidenced by completion of a Master's Degree in Urban Planning or related field.
- 7 – 10 years progressively responsible planning experience in a municipal environment.
- Demonstrated progressively responsible management/supervisory experience in a municipal environment.
- Eligible for membership in the Canadian Institute of Planners.
- BC Class 5 Driver's Licence.

**Required Knowledge, Skills and Abilities:**

- Thorough knowledge of the methodologies utilized in the preparation of Official Community Plans, Zoning Bylaws and land use plans and studies, including accepted statistical and research techniques.

- Thorough knowledge of local government, provincial, and federal planning legislation and regulatory requirements.
- Considerable knowledge of engineering, transportation, economics and municipal finances, as applied to urban planning.
- Strong interpersonal skills with a commitment to teamwork and customer service.
- Strong leadership and supervisory skills.
- Ability to communicate effectively with all levels of the organization.
- Ability to exercise independent judgement in problem solving.
- Ability to resolve conflict.

**To Apply:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

**Internal Applicants:**

- Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!