

DISTRICT OF KITIMAT POSITION DESCRIPTION



Summary of Function or General Accountability

The Deputy Director of Community Planning & Development works closely with the Director to ensure effective and orderly land use planning and community development activity in the District of Kitimat. Provides community planning information and advice to the Chief Administrative Officer (CAO) and Kitimat Council. Prepares community plans, planning policy and bylaws, supervises staff and consultants. Completes planning projects as required; and assists with management of municipal land.

Reporting Relationships

Reporting to: Director of Community Planning & Development

Subordinates: Planner (2), Planning Assistant (0), Planning Clerk (.5 to .75 and currently shared with Director of Leisure Services)

Indirect subordinates: GIS Technician (on assigned tasks)

Interfaces with: Council; CAO; Directors and employees from various departments; other local, provincial and federal agency officials, including: local First Nation staff members; developers; industrial project proponents and their consultants; permit applicants and general public. May represent District interests at various committees and commissions including:

Advisory Planning Commission

Board of Variance

Downtown Revitalization Design Panel

Kalum LRMP Implementation Committee

Kitimat Housing Committee

Kitimat Interagency Committee

Kitimat Traffic Committee

Love Kitimat (led by Economic Development)

Socio-Economic or Environmental Assessment Monitoring Review Panels; e.g., Terrace-Kitimat Transmission Line Project Review Committee (established by Ministry of Forests, Lands and Natural Resource Operations in 2015 and ongoing).

Specific Accountabilities

1. Assists with managing the Community Planning & Development Department including:
 - (a) recommending work programs and schedules
supervising and directing work of department personnel, recruitment, performance management activities in conjunction with, or in absence of, Director.
 - (b) Hires, trains, motivates, evaluates, disciplines personnel within this jurisdiction in accordance with the established policies and procedures of the District.
 - (c) supervising and directing work contract consultants in conjunction with, or in absence of, Director
 - (d) issuing requests for proposals (RFPs) and invitations to qualify (ITQs) for planning projects;
 - (e) evaluating proposals, selecting and managing consultants on contracts up to and exceeding \$200,000 in conjunction with, or in absence of, Director; and
 - (f) preparing cost estimates for annual budget presentation to Kitimat Council.

2. Share responsibility, with Director, for municipal land sales, purchases, leases, rights-of way, covenants, easements, encroachments, licences and other land agreements.
3. Represents the Municipality on inter-agency and intergovernmental technical and advisory committees as assigned.
4. Provides technical and professional advice on land use and planning related matters to Planning team members, Council, the Chief Administrative Officer and other Municipal Departments, Council Committees and Commissions, developers, industrial project proponents and the general public.
5. Prepares, recommends and implements—as approved by Director, CAO and Council—both short- and long- term planning strategies that anticipate situations and/or community needs.
6. Coordinates, or prepares, inquiry responses regarding land use and development.
7. Recommends administrative and Council action regarding development applications for such matters as zoning amendment, temporary land use, and development permits.
8. Ensures application processing occurs in accordance with provincial statutes and the Kitimat Municipal Code.
9. Oversee or design surveys, including question wording, statistical analysis and report
10. Oversees maintenance of community statistics and database record information regarding population, demographics, housing, census results and land.

Qualifications, Skill/Experience

1. University degree in community or regional planning* or related field, supplemented by certificate or courses in one or more of the following areas: local government management, public administration, subdivision approval, supervision, urban design, or GIS.

* Note: until relatively recently, a degree in planning was typically a graduate degree. The University of Northern BC is one of the new undergraduate degree programs.
2. Designation as Registered Professional Planner (RPP) in British Columbia.
3. Minimum five years of planning experience; three years or more in a municipal office, including administrative, labour relations and supervisory responsibilities in a unionized environment. Consulting experience would be beneficial but is not required.
4. In addition, the Deputy Director will:
 - a. Possess creative problem solving skills.
 - b. Possess excellent report writing, written communication, listening, presentation, public speaking, and verbal communication skills.
 - c. Demonstrate ability to understand and manage high-profile sensitive or controversial political situations.
 - d. Be willing and able to mentor and coach early-career-stage planners.

- e. Be capable of applying planning principles and methods, standards and best practices of the profession in carrying out assignments.
- f. Exercise sound and independent judgement within guidelines established by the Official Community Plan, Strategic Plan, Kitimat Municipal Code and related policy documents.
- g. Be thoroughly familiar with provincial legislative requirements and regulations regarding community planning, land transactions and related matters.
- h. Work collaboratively and consult with municipal personnel, agencies, ministries, and the municipal solicitor, as required to perform duties.
- i. Have computer skills, at a minimum: Word, Excel, Powerpoint, Outlook, Adobe Acrobat. Useful addition software skills would include Sketch-Up, InDesign, website maintenance, municipal accounting (MAIS preferred) and Crystal Reports; plus understanding of GIS capabilities and applications to community planning.
- j. BC Driver's License - Minimum Class 5 or 7N.