



DISTRICT OF TOFINO

JOB DESCRIPTION

TITLE Manager of Planning Services

DEPARTMENT Community Services

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; bylaw services 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 Planning Services.
- 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