



EXEMPT ROLE DESCRIPTION

File Number: 2560-20-0011-0023

Title: MANAGER OF CITY DEVELOPMENT

Job Code: MCD

Department: PLANNING SERVICES

Revision Date: September 9, 2024

JOB SUMMARY:

Reporting to the Director of Planning Services, the Manager of City Development is a senior level professional planning position and a key member of the City's leadership team. The incumbent has significant involvement in achieving Council's priorities to create sustainable, permanent affordable housing within the community; efficiently processing medium to complex public and private sector development applications; and, working collaboratively to oversee the disposition and use of City-owned lands to ensure alignment with Council expectations.

RESPONSIBILITIES:

The Manager of City Development provides leadership and daily supervision to professional, technical and clerical support staff. The incumbent sets priorities, provides training and mentoring, participates in hiring committees, evaluates performance, approves requests for time off, manages attendance and, as required, initiates and implements progressive discipline. Working in conjunction with the Director, the Manager is involved in preparing and managing the annual operating budget, establishing and implementing the Department's annual work plan, developing consistent and effective policies and procedures, and responding to public inquiries and complaints. As required, the Manager serves as the Acting Director in their absence.

Key responsibilities include planning, organizing and directing operations, policies and activities that support Council directions related to land development initiatives aimed to improve housing affordability, economic diversification, financial resiliency and community wellbeing. The Manager plays a lead role in development activity across the City and specializes in the delivery of purpose-built rental and/or co-op housing developments on City-owned land that will provide units for low-income households. The Manager facilitates and/or negotiates partnership agreements with public and private entities that support the City's development priorities while meeting legislative requirements. The incumbent prepares reports, funding applications and develops recommendations for funding approval through a range of programs and initiatives.

Working directly with housing providers, including both non-profit organizations and private developers, the Manager encourages affordable housing solutions, guiding and supporting them throughout the planning and construction phases, where required. The incumbent provides leadership by establishing and maintaining effective communications, including status reporting, between internal and external stakeholders to foster successful completion of projects.

The Manager is responsible for developing, implementing and overseeing project-related scope of work, schedules, and budgets. This involves developing criteria for and managing contracts with consultants, contractors and other external specialists that includes monitoring their performance to ensure design and construction standards are met. As required, the Manager develops and executes engineering feasibility studies including cost analysis and technical reports in support of various housing initiatives and other development activities.

The incumbent represents the City at municipal committees, regional and provincial meetings, and offers expert planning guidance and advice to Council, committees, internal and external stakeholders, and community groups. There is significant emphasis on collaboration with government colleagues, including regional, First Nations, provincial and federal representatives, as well as community and non-profit groups to support affordable housing program delivery and homelessness initiatives. The Manager is responsible for proactively anticipating organizational and partner needs, developing innovative solutions to identified concerns, and developing and implementing strategies to manage and resolve complex issues.

REQUIRED QUALIFICATIONS:

- A Master's degree in a Planning discipline or related field.
- Membership, or eligibility for membership, in the Planning Institute of British Columbia.
- Eligibility for full membership in the Canadian Institute of Planners is preferred.
- Recent and significant professional experience in affordable housing policy preparation; development design, financing, implementation, and delivery (with the potential for construction management) is critical.
- Ideally, this includes a minimum of ten (10) years of progressively responsible experience in a local government setting.
- Previous supervisory experience.
- BC driver's license, unrestricted class 5.

KNOWLEDGE AND SKILLS:

- Extensive technical expertise and applied understanding of relevant planning principles, methodologies, practices and research techniques, and a strong understanding of legislative planning frameworks in BC.
- Demonstrated ability to successfully navigate the political landscape when dealing with topics of a confidential nature.
- Demonstrated ability to make complex and sometimes controversial decisions or recommendations; exercise a high degree of independent judgment; administer work through unforeseen circumstances; and resolve problems with implications beyond the work at hand.
- Strong organizational and project management skills; ability to manage a significant workload and effectively meet deadlines.
- Ability to exercise a high degree of judgement while negotiating confidential matters on behalf of the City through many multi-stakeholder processes.
- Exceptional interpersonal skills and the ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be controversial, considerably complex and time sensitive.
- Skilled in dealing openly, tactfully and sensitively in a variety of situations.
- Demonstrated ability to work effectively and collaboratively with elected officials, community stakeholders and the public.
- Well-developed research, analytical and problem-solving skills.
- Excellent written and oral communication skills including sound report writing and presentation skills. Persuasively communicates complex information to diverse audiences and upholds the reputation of the City in communications with the public, external agencies, community groups, the media, and elected officials.

- Proven ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and provide leadership for complex and challenging work. Ability to effectively manage disagreements to prevent the escalation of conflict; seeks to include team members in decisions that will impact them.
- Sound understanding of and ability to consistently apply labour and employee relations principles and practices including applicable collective agreements and corporate policies.
- Demonstrated ability to work in a team-oriented professional environment and to contribute constructive ideas and experiences.
- Computer literacy, including proficiency in MS Outlook, Word, Excel, and PowerPoint, and sufficient keyboarding speed.
- Ability to approach work and relationships in a culturally sensitive and inclusive manner.