

MANAGER OF CURRENT PLANNING

DEFINITION

Under the general direction of the Director of Planning, the Manager plans, organizes, implements and coordinates the work of the Division which includes: policy analysis and development; providing interpretations and guidance on Zoning issues; managing a broad range of development applications; and providing input and guidance on urban design matters related to development proposals. Considerable independence of judgement and action is exercised in the operation of the Division.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Administers the day-to-day affairs of the Division making a wide latitude of technical and administrative decisions in accordance with direction from the Director and Department, Corporate and Council policies.
- Plans, organizes, implements and coordinates the work of the Division.
- Ensures staff are responsive to the needs, enquiries and complaints of the public, Council and staff.
- Works collaboratively with staff and municipal departments, and liaises with municipalities, agencies, Federal and Provincial departments, consultants, contractors, developers and the community to achieve planning, Departmental and Corporate objectives.
- Works collaboratively with the Director and other Division Managers to address Departmental personnel issues, budgets, technical issues and Departmental planning.
- As delegated by the Director, represents the Planning Department at Council and Committee of the Whole meetings, Public Hearings, committees of Council, Inter-municipal advisory committees and boards, and community meetings and events.
- Interprets the Zoning and Subdivision By-laws for Municipal Departments, and the public and advises as necessary. In addition, interprets relevant policy matters pertaining to zoning, development and subdivision.
- Manages and supervises employees with responsibility for: recruitment; coaching; motivating; developing position objectives; assigning and delegating work; setting direction of several teams and work groups; performance management; and ensuring quality and service standards are met.
- Assists in the development and control of the Division's annual budget, working closely with the Assistant to the Director and the Director.
- Maintains an up-to-date knowledge of Departmental affairs, Council policies and objectives, and work status to ensure operating continuity
- Serves in the capacity of Deputy Approving Officer.
- Prepares reports to Council and provides technical advice to them.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Thorough knowledge of the principles and practices of urban and rural land use planning, including subdivision.
- Working knowledge of urban design principles and practices.
- Working knowledge of current administrative and management practices.
- Thorough knowledge of municipal and provincial law and regulations as they pertain to land use, zoning and subdivision matters.

- Thorough knowledge of legal procedures and regulatory requirements as they pertain to land use, zoning and subdivision.
- Ability to prepare clear and concise reports, bylaws, policies and procedures.
- Ability to plan, coordinate, and supervise, directly or through delegation, the work of departmental staff.
- Effective written and verbal communication skills.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.
- Demonstrates Saanich Leadership Competencies as they relate to this position (see all behaviour statements):
 - Strategic Agility – Anticipates future needs, opportunities and consequences. Uses a proactive approach to take action and achieve desired outcomes. (level 2)
 - Innovation – Strives for innovation in the workplace. Champions new ideas and creative solutions. (level 2)
 - Change Management – Actively promotes appropriate change as a necessary business function. Leads people through transition and change. (level 1)
 - Collaboration – Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals. (level 2)
 - Supporting Employees – Empowers employees to contribute to organizational success. (level 1)
 - Personal Insight & Impact – Shows awareness of self and impact on others. Works to improve own personal performance.

REQUIREMENTS:

- Master's Degree in Planning or related discipline.
- Eight to ten years job related experience.
- Extensive professional and administrative experience.
- A registered member of the Canadian Institute of Planners.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.