



LONG RANGE PLANNING MANAGER

Term - Maternity Leave Coverage

Up to 12 months

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

We are looking for a keen, driven, and ready individual to join our leadership team in the Community Development Department. The Long-Range Planning Manager – Term (up to 12 months) will provide strong leadership overseeing the management and administration of the City's long range planning program in support of Council's strategic plan. In line with the City's newly adopted Official Community Plan, the position will provide guidance, leadership, and expertise in the development of various projects and plans related to growth and housing that is aligned with direction of Council, senior levels of government, City policy, and other legislated requirements.

Key Responsibilities

- Provide independent professional planning advice to staff, Council and City committees, members of the public, external agencies, and customers.
- Oversee departmental staff to ensure timely completion of projects including the development of planning policy, bylaws, studies, and initiatives.
- Assign, schedule, and supervise the day-to-day tasks and activities of departmental staff.
- Provide mentorship and guidance, motivation, coaching, training, and development of employees.
- Ensure consultation, community involvement, and public participation in the implementation of planning projects.
- Provide guidance and oversight in intra-departmental municipal programs such as transit planning, master planning, bylaw review and revision, etc. in collaboration with other internal and external stakeholders.
- Provide leadership, guidance, and oversight on the procurement and development of consultant led projects within set parameters related to time and budget.
- Prepare, review, and present relevant Council reports, as required.

Required Qualifications

- Degree in Community Planning, Environmental Planning, or related discipline.
- 8 years related experience, preferably in a municipal government.
- Leadership experience, unionized environment preferred.
- Membership, or eligibility for full membership, in the Planning Institute of British Columbia.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-23E | Opens February 19, 2025 | Closes March 24, 2025
Exempt | Full Time – Term | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$117,125 – \$137,795