



ALBERNI-CLAYOQUOT REGIONAL DISTRICT Job Description

Job Title	Planning Manager
Department	Planning and Development
Classification	Management (Exempt)
Status	Full-Time
Updated	July 2025

Job Description

POSITION SUMMARY:

The Planning Manager (the “Manager”) reports directly to the General Manager of Planning and Development (GM) in leading Planning and Development operations. The Manager supervises and participates in advanced, highly complex professional planning activities including the management and supervision of Planning Department section staff. The Manager may function as the Acting GM of Planning and Development in the absence of the GM.

DUTIES AND RESPONSIBILITIES:

- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Monitors and ensures compliance with local, provincial and federal legislation.
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
- Provides overall management of rural planning service (Part 14) and regional planning
- Support the development and implementation of long-term planning policies.
- Advises the GM of Planning and Development on all planning-related matters.
- Advises boards, commissions and elected officials in planning-related issues.
- Serves as liaison and performs all necessary functions in support of Advisory Planning Commissions.
- Assigns work to professional staff and ensures appropriate training is provided.
- Evaluates operations and activities of assigned responsibilities.
- Prepares reports on operations and activities, recommending improvements and modifications.
- Support departmental human resource activities, including but not limited to; hiring, supervising, training, and performance managing both staff and volunteers.
- Participates in budget preparation and administration, monitors and controls expenditures.
- Attends evening and weekend meetings as required.
- Serves as acting GM of Planning and Development in his or her absence.
- Manages union employees, providing effective leadership and complaint resolution in a unionized work environment.

- Recommend, prepare and implement policies and procedures for safe, efficient and effective service delivery on behalf of the Regional District Board of Directors.
- Develop and sustain effective working relationships with landowners, developers, government bodies, residents, business owners, service delivery partners, industry associations and community groups.
- Ensure exceptional customer service and compliance with regulations and standards.
- Responsible for effective employee performance and sound labour relations and discipline. Interprets and upholds the conditions of the Collective Agreement and all applicable employment standards and Occupational Health and Safety policies, regulations and programs.
- May be required to be a member of the Regional Districts Emergency program
- Perform other related duties.

KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE

- 5 or more years of experience in a local government environment preferably with responsibility for multiple services or comparable experience in the private sector.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism.
- Proven skills in supervision, organization, work planning, problem solving, contract administration and financial management.
- Ability to research and comprehend new and complex ideas and issues.
- Excellent written and oral communication skills including analytical, research and summary report writing, and verbal presentations for a variety of audiences.
- Experience working in groups as a team-player and the ability to foster engagement with stakeholders.
- Knowledge of planning principles, local government bylaws, provincial and federal legislation,
- Experience and competency in a local government planning department.
- Thorough knowledge of the *Local Government Act* and *Community Charter*.
- Excellent public relations and customer service skills

EDUCATION, TRAINING, CERTIFICATION & LICENCES

- A post-secondary degree in planning or related field.
- Eligibility for membership with the Planning Institute of BC and the Canadian Institute of Planning
- A degree or diploma in local government management is an asset.
 - Proficient in the use of computers (e.g. word, excel and outlook)
- Valid BC Class 5 Drivers License