



# EXEMPT ROLE DESCRIPTION

File Number: 2560-20-0011-0021

---

**Title:           Manager of Planning Services**

**Job Code:       DMS**

**Department:   Planning Services**

**Revision Date: January 2026**

---

## **JOB SUMMARY:**

Reporting to the Director of Planning Services, the Manager of Planning Services supports both current and long-range planning functions for the City. Specifically, this position leads and manages long-range planning initiatives as well as current land use planning applications including but not limited to official community plan and rezoning amendments, development and development variance permits, and temporary use permits. This work requires the preparation and presentation of staff reports to Council and committees.

This management role operates in a supervisory capacity and assigns work to support staff and assesses their progress, provides mentorship and training, and helps to institute clear and consistent procedures for the department.

This position plays a key role in the establishment and implementation of the annual work program of the Planning Services Department and provides senior representation at public meetings and on external committees where required.

## **DUTIES AND RESPONSIBILITIES:**

- Manages long-range planning initiatives and current land use planning applications.
- Provides departmental leadership, direction, supervision, technical advice and mentorship to the Planning Services staff to ensure the provision of professional community planning services for the City.
- Directs comprehensive land use planning including official community plan, zoning and policy reviews.
- Manages medium to complex development proposals by overseeing, processing and negotiating deadline-driven rezoning, subdivision, development permit and development variance permit applications.
- Manages a variety of planning, community enhancement, and corporate initiatives.
- Undertakes technical analysis and evaluation for a broad range of projects.
- Produces and presents comprehensive reports and recommendations to Council and committees.
- Represents the City's interests to the Federal and Provincial Governments, community groups and the development industry and gathers input on planning and development decisions.
- Builds and maintains effective relationships with internal and external contacts, the public at large and the development industry.
- Engages and directs the work of consultants engaged in community planning initiatives and manages the financial aspects of their contracts.
- Attends division safety talks and required safety training; follows safe work procedures; reports hazards, injuries and near misses.
- Maintains professional and technical requirements for the position.
- Ability to approach work and relationships in a culturally sensitive and inclusive manner
- Performs related duties as assigned

**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,

**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 (PIBC).
- Eligibility for full membership in the Canadian Institute of Planners is preferred.
- BC driver's license, unrestricted class 5.

**REQUIRED EXPERIENCE:**

- Ten (10) years of progressively responsible experience in a local government setting with ideally a minimum of 5 years in a management and supervisory role.
- Or an equivalent combination of experience and education.