



MANAGER OF PLANNING

\$124,148 – \$142,699 annually

Join us at the District of North Saanich, and help shape the future of our vibrant, rural community. We are seeking a highly motivated individual to fill the full-time, permanent exempt position of Manager of Planning.

Reporting to the Director of Planning and Community Services, the Manager of Planning oversees the day-to-day operating functions of the Planning division by providing guidance, advice, and support on the development process; coordinating and advising planners on development applications and processes; and communicating planning issues with other departments and jurisdictions. Additionally, the Manager of Planning is responsible for:

- Providing advice, guidance, and direction on planning and development matters to Council, staff, the public, applicants, and other stakeholders.
- Assisting the Director with creating and administering major policy documents including the Official Community Plan, Zoning Bylaw, and Climate Action Plan.
- Attending Advisory Planning Committee, Design Review Committee, Board of Variance, and other meetings as a department liaison.

This position requires a sound understanding of rural and community planning and must have the ability to think innovatively. Engagement, communication, and relationship-building are key attributes.

The ideal candidate will have a bachelor's degree (4 years) in planning or a related discipline, and a minimum of seven (7) years of related planning experience including progressive supervisory/management experience preferably in a local government setting. Additionally, the ideal candidate must be eligible to obtain and maintain full membership of the Canadian Institute of Planners ("CIP") and possess a valid B.C. driver's license (Class 5).

This is an exempt position. More information on this opportunity is available for review in the Employment section of the North Saanich website at www.northsaanich.ca.

Applications will be reviewed as received. The competition will remain open until filled. Interested applicants should forward their resume and cover letter quoting competition number **26-12**, to:

Alyson Stuart, Human Resources Manager
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: Planning and Community Services

Position Title: Manager of Planning

Effective Date: May 2023

Reports to: Director of Planning and Community Services

Positions Supervised: Planner; Planning Technician; Administrative Assistant

Position Summary

Reporting to the Director of Planning and Community Services, the Manager of Planning provides advice, guidance, and direction to the department, and ensures exceptional delivery of the development of long-range planning functions. The Manager also collaborates with and builds relationships with staff in other departments, the public, and external organizations to ensure seamless, delivery of services and plans. In addition, the Manager shall assist the Director with project management, policy development, complex development applications and day-to-day planning initiatives.

Key Responsibilities

- Manages, plans, and coordinates the work of department staff.
- Manages staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork, and when necessary, works with Human Resources to deal with performance and disciplinary issues.
- Develops long range plans and policies relating to planning functions.
- Assists with departmental budget preparation in collaboration with the Director of Planning and Community Services.
- Conducts or directs research required to provide direction and make presentations concerning a variety of planning, legislative, and administrative polices and/or procedures to support informed decision-making.
- Responds to enquiries from other departments, developers, and the public by providing accurate and full information/advice on zoning and development issues, local area and official community plans and interpretation of zoning bylaws.
- Drafts bylaws making recommendations on zoning and development policies to Council and Advisory Planning Commission.
- Attends Council meetings and Committee of the Whole meetings to provide technical support and advice, and to present applications, policies and/or reports.
- Administers, coordinates, and develops policy on various planning issues.
- Participates in Capital Regional District initiatives as required.

- May be required to perform additional related duties as assigned by supervisor.

Qualifications

Education and Certification:

- A bachelor's degree (4 years) in planning or a related discipline.
- Able to obtain and maintain full membership in the Canadian Institute of Planners ("CIP").
- Possess a valid B.C. driver's license (Class 5).

Experience:

- Seven (7) years experience in the field of public planning (including supervisory experience), preferably in a local government setting or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment.
- Demonstrated written and oral communication skills including the ability to present complex planning information in a clear and succinct manner.
- Ability to work independently, work well under pressure, and to exercise sound judgement to meet deadlines.
- Ability to understand, interpret, and apply applicable municipal, provincial, and federal laws and regulations.
- Ability to interpret bylaws and policies.
- Ability to examine the accuracy of documents and plans including zoning maps, survey, and building plans, as well as legal documents.
- Ability to analyze data and compile information and statistics.
- Ability to read, interpret, and explain technical information, architectural drawings, and legislation.
- Excellent research, composition, and presentation skills.
- Excellent interpersonal skills to provide effective customer service, technical advice and to establish and maintain successful working relationships with others.
- Ability to apply sound conflict resolution skills.
- Ability to use graphic presentation tools to prepare displays and materials including drafting, illustration, and cartography skills.
- Good knowledge of standard office software programs.

Job Provisos

- May be required to attend events and Council or Committee meeting outside of regular work hours.