

City of Castlegar
POSITION DESCRIPTION

POSITION TITLE MANAGER OF PLANNING, DEVELOPMENT & SUSTAINABILITY (MPDS)	DATE NOVEMBER 2019
DEPARTMENT MUNICIPAL SERVICES	REPORTS TO: DIRECTOR OF MUNICIPAL SERVICES

SUMMARY:

Reporting to the Director of Municipal Services, the Manager of Planning, Development & Sustainability (MPDS) performs highly skilled professional planning work of a complex nature. The work will involve applying specialized knowledge for the design, preparation and completion of both long and short-range planning projects which will include development applications, subdivision applications, sector plans and neighbourhood plans. This position may require acting as part of a planning team, including community plan amendments, zoning reviews or comprehensive neighbourhood redevelopment planning studies. The position involves both inside and outside work with the inspection of development sites. The responsibilities include supervision and management of all personnel in the department and performing all duties and responsibilities of the City's Approving Officer.

The incumbent is responsible for protecting the confidentiality of many planning matters and for exercising care, accuracy and attention to many conflicting interests and objectives when preparing reports, projects, policies and plans, and when researching and assessing development proposals.

DUTIES AND RESPONSIBILITIES:

- Manages, directs and supervises the work of all personnel in the Development Services Department including but not limited to the Planner, Building Official/Inspector(s) and Planning/GIS Technician(s).
- Establishes work priorities and assignments; sets performance goals and objectives; monitors and evaluates planning and development operations for improvements.
- Assists with the hiring, evaluates, promotes, demotes, suspends, lays-off, trains and disciplines employees within his/her department and in accordance with established policies and procedures of the City.
- Coordinates personnel development within the department through coaching, training and development plans, while managing and maintaining performance at a high level.
- Assists the Director of Municipal Services in developing and administering planning policies, procedures and bylaws to safeguard corporate assets and ensure sound

planning and development management of the City.

- Subject matter expert on the City's planning, development and sustainability and ensures related software updates are complete and that policies and bylaws do not conflict with legislation or established best practices throughout the industry.
- Provides advice and guidance on planning matters and performs research as directed by the Director of Municipal Services and CAO.
- Performs research related to land use, zoning, subdivision design control, economics, population, transportation, urban renewal, parks development, recreation, public services, utilities, environmental and social matters.
- Provides guidance and assistance in the resolution of difficult planning matters; responds to questions and requests for information from employees, directors, managers and the general public in a courteous manner; explains and interprets planning and development policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.
- Assembles and analyzes data and prepares background reports for use in formulating sector, comprehensive development and neighbourhood plans.
- Facilitates and organizes public hearings.
- Prepares draft reports or by-laws, as directed for Council consideration, to implement planning policy.
- Provides information, explains policy and interprets related by-laws to builders, developers, government agencies, developers' consultants and the public and maintains liaison with various internal and external departments, agencies and groups concerning long range municipal development policy and land use control.
- Attends internal and external meetings, acting as a city representative in a professional planning capacity, analyzes and advises on trends and developments; receives public and other professional input; explains City policies and prepares related summaries, reports and correspondence.
- Researches, develops, recommends, and applies innovative methodologies and techniques to address planning and policy issues, and ensure cost effective implementation of planning proposals and processes.
- Prepares clear, concise reports to senior administration and to Council related to recommendations on planning policy, approval of plans, etc.
- Is the City's Approving Officer.
- Acts as land agent for the City.
- Acts as the Director of Municipal Services in his or her absence when requested.
- Undertakes special projects and performs other duties as assigned, in accordance

with departmental and corporate objectives.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:	University graduation in Urban Planning or a related discipline. An equivalent combination of education and experience may be considered.
Experience:	Several years of progressively responsible experience dealing with all aspects of municipal planning, with demonstrated experience in long range planning and policy, and citizen participation. Proven experience and education in the role of Approving Officer. Experience with GIS systems.
Licences/Certificates	Registered Professional Planner (RPP) and a certified member in good standing with the Canadian Institute of Planners and/or the Planning Institute of BC. Class 5, BC drivers' license
Specific Skills	Thorough knowledge of the principles, practices, methods, techniques and objectives of urban planning. Excellent communication skills to effectively communicate to both technical and non-technical audiences – ability to make clear, concise and well organized oral and written communications and presentations. Demonstrated ability to supervise, coach and guide employees in a unionized environment. Strong negotiation skills. Thorough knowledge and experience in the principles and practice of public participation. Thorough knowledge of the legislation governing Planning in British Columbia. Ability to develop planning policy, draft bylaws and regulations, Thorough understanding of long range planning and strategic planning concepts. Considerable knowledge of economics, municipal finances and sociology as applied to urban planning. Considerable knowledge of research methods, statistical techniques and of trends and developments in urban planning, and ability to keep abreast of technical changes. Ability to establish and maintain effective working relationships with other employees, professionals and the public; and to transmit clearly the principles and requirements of sound planning and development and to express ideas effectively orally and in written or graphic form. Ability to assess the impact of development upon the

municipality and assess development in the context of existing by-laws and City policy.
Ability to assess social implications of proposed projects and developments.
Ability to exercise considerable courtesy, tact, diplomacy and persuasion in a diversity of internal and external contacts that are frequently of a difficult, specialized and sensitive nature.
Ability to design and prepare concise written reports.
Ability to maintain records and data source information manually and electronically.
Proficiency using Microsoft office programs, including Word, Excel, PowerPoint and Publisher.

DESIRABLE:

Education:

Masters Degree in Urban Planning

Experience:

Minimum of 7 years directly related Planning experience. A combination of public and private experience is an asset.

Licences/Certificates:

Specific Skills

Special requirements: