



JOB DESCRIPTION

Job Title: **Director of Planning and Development**
Direct Supervisor: Chief Administrative Officer
Hours: Full-time (As Per Employment Agreement)
File Reference: 07-2560-02

Affiliation: EXEMPT
Salary: Under Review
Date Approved:

Position Summary

Reporting to the Chief Administrative Officer ("CAO"), the Director of Planning and Development is accountable for the provision of effective leadership, advice and support on planning, building, and subdivision related matters. The Director of Planning and Development is responsible for the short- and long-range planning in the Planning Department and overseeing high-profile policy projects such as long-range plans, Council priority projects, and policy for the District of Sooke including its Official Community Plan ("OCP"), social policy, environmental and sustainability plans and transportation planning. In addition, the Director of Planning and Development is responsible for providing strategic advice and direction on the development process, coordinating and advising planners on development applications and processes, communicating planning issues with other departments and jurisdictions. The Director of Planning and Development participates in public and technical meetings and represents the Planning Department at Council meetings. Council has delegated this position authority to issue development permits and may delegate Approving Officer authority under section 77(1) of the *Land Title Act*.

The Director of Planning and Development is an exempt position that requires a sound understanding of planning and community development, and must have the ability to think innovatively, the ability to adjust to political sensitivities, and have proven supervision and leadership abilities.

Nature & Scope of Work

1. Provides senior level expertise and advice to Council, residents, developers and other audiences regarding guidelines, bylaws and plans.
2. Provides leadership and all aspects of departmental staffing including recruitment and selection, assigning responsibilities, evaluating performance, coaching, mentoring, training and development, and discipline.
3. Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, contractors, municipalities and committees;
4. Represents the District during public consultation processes as they relate to land use.
5. Maintains professional and technical knowledge, staying abreast of changes and new and emerging trends or information in the industry.
6. Responsible for identifying and researching planning issues and for developing and administering comprehensive plans, programs, policies and regulations for the physical growth and the social development of the community and for the preparation of community plans and zoning bylaws.
7. Manages the processing and formal approval of development applications relating to the official community plan, zoning bylaw, development permits, development variance permits, land use contracts, temporary use applications, agricultural land commission applications, liquor license applications and other planning related issues and provides information to the public regarding land use and development matters.
8. Prepares the 5-year capital and operating financial plans for the District's Planning Department to ensure strategic goals can be met.

9. Manages operating and capital programs and prepares funding and grant applications for the Planning Department.
10. Manages the undertaking and presentation of research on issues of a social, environmental and economic nature, and makes recommendations to the CAO and Council in regard to long-range planning initiatives.
11. Responsible for negotiating with applicants regarding development projects.
12. Approves and presents reports for consideration by Council and Committee of the Whole.
13. Undertakes or contracts for studies and community surveys and directs the work of consultants contracted for special projects.
14. Creates and maintains systems to manage the workflow of a high performing team in a unionized environment.
15. Provides comments on referrals from internal and external agencies, requests for information, and advice on matters such as subdivisions, and other planning related referrals.
16. Represents the Planning Department and the District of Sooke on Regional, intermunicipal, inter-agency, inter-government and community committees or boards.
17. Performs other related work as required.

Knowledge, Abilities & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Ability to be innovative, inclusive and transparent, motivating and engaging others while implementing complex projects with enthusiasm and diplomacy.
5. Thorough knowledge of business English.
6. Thorough familiarity and proficiency with Microsoft Office.
7. Working knowledge of adopted District document management practices.
8. Working knowledge of the operations and functions of other District departments.
9. Working knowledge of related municipal legislation, i.e. *Local Government Act*, *Community Charter*, related statutes, laws, regulations and precedents respecting land use and planning, and property development approval process.
10. Working knowledge of strategic planning, policy development, report writing, problem solving, budget preparation and administration, and decision making.
11. Strong written and verbal communication skills including public speaking and making presentations.
12. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
13. Excellent conflict resolution and mediation skills.
14. Excellent organizational and teambuilding skills.
15. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Completion of a Bachelor's degree in Planning or a related discipline. Post-secondary education in public administration would be considered an asset. Master's degree in Planning or related discipline would be considered an asset.
 2. Approving Officer experience would be considered an asset.
 3. Full member of the Canadian Institute of Planners and the Planning Institute of BC.
 4. Minimum eight (8) years of diverse and progressive responsibility experience in local government or equivalent experience in government or private sector.
 5. Minimum five (5) years' management experience.
 6. Valid Class 5 BC Driver's Licence.
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The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Norm McInnis
Chief Administrative Officer

Date