



Director of Planning and Development

Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic forty-five-minute drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

The District of Sooke has a permanent employment opportunity for Director of Planning and Development. 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.

To be considered for this role, applicants should have:

- 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.
- Approving Officer experience would be considered an asset.
- Full member of the Canadian Institute of Planners and the Planning Institute of BC.
- Minimum eight (8) years of diverse and progressive responsibility experience in local government or equivalent experience in government or private sector.
- Minimum five (5) years' management experience.
- Valid Class 5 BC Driver's Licence.

This is an Exempt position. The salary for the Director of Planning and Development is \$159,266, plus an excellent benefit package.

To view the full job description, visit the employment page of our website at:

www.sooke.ca/employment

Please indicate 2024-002 Director of Planning and Development in the subject of your email, and submit your detailed resume and cover letter outlining your interest and experience for this opportunity to: www.sooke.ca/employment

Posting will remain open until filled. First review of applications received occurs on Monday February 26, 2024.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.