POSITION DESCRIPTION

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| Position Title | PLANNING & DEVELOPMENT MANAGER | | |
| Department | ADMINISTRATION | Reporting To | DIRECTOR OF PLANNING, DEVELOPMENT & INFRASTRUCTURE |
| Level / Grade | Full Time  Permanent Part-Time  Temporary  Contract   Casual | Closing Date | Until Filled |

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| **Position Summary** |
| The role of the Planning & Development Manager is required to oversee the Planning and Development Department and to ensure proper preparation and processing of permit applications issuance of permits and licenses. This role will be responsible for reporting to the Mayor and Council with all necessary information on new and ongoing developments within the community. |

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| **Primary Responsibilities** |
| The Planning and Development Manager’s responsibilities include, but are not limited to:   * Planning and Development support to the Engineering Department and the Town Manager; * Arranging and attending meetings and conferences with regard to department activities; * Working with landowners, developers and other interested parties regarding development and planning processes and negotiating for successful developments; * Assist in the management of land related lease agreements and land acquisitions. This is achieved by negotiating and preparing lease documentation as required and interacting with the lessees, legal counsel and Town Management. * Develop new policies and bylaw regulations related to land use, as well as statutory and non-statutory plans and as other Municipal Planning documents. * Process applications for bylaw amendments and other Statutory Plan amendments in accordance with regulations and policies contained in the relevant municipal and provincial legislation. * Prepares and presents formal, technical reports to Council, Subdivision Approval Authority, and Committees and to appeal boards as required. * Conduct extensive research in specific or general project areas related not only to planning but urban developments and redevelopment. * Develop strategies to promote community development and efficient land use consistent with community goals. * Participates in the Subdivision & Development Appeal Board as required. * Develops, maintains and monitors public consultation and notification processes relating to Planning & Development. * Negotiates with builders and developers as part of the land development regulatory process. * Implements land use planning decisions, plans, policies and legislation, both created by and impacting, the Town by: initiating plans, strategies or processes: drafting required policies, bylaws, resolutions, and reviewing any planning documents or tools that may impact the Town. * Ensure projects within the Planning & Development department are conducted in accordance with federal, provincial and municipal legislation, policies and procedures. * Processing of subdivision and rezoning applications; * Preparing correspondence, reports, applications and proposals; * Meeting with developers regarding plans for subdivisions and development within the Town; * Preparing for registration the required documents with Alberta Registries/Land Titles Office and pulling documents from SpinII on-line site; * Guide the creation and publication of information and marketing material, public notices and advertisements to promote the department and to keep the public informed of department meetings and approvals/refusals; * Cooperation with the Legislative Services Coordinator and Records Management Clerk in maintaining department files and folders following established filing procedures; * Displaying a thorough knowledge of municipal legislation, regulations, bylaws and the approval process; * Accessing information through computer systems, including land titles information and tax roll data; * Communicate department activities to other departments within the organization; * Communicate with and make reports to Town Council regarding matters which require Council approval (such as subdivision applications, Bylaw amendments and development variances); and * Other duties as assigned by the Assistant Town Manager, Director of Infrastructure or the Town Manager. |

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| **Decision Making Role** |
| Works under general direction and guidance of the Town Manager. A moderate degree of independent thinking is required for meeting Planning and Development goals and for successful completion of projects. |

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| **Major Inter-Personal Contacts** |
| Contacts which are important, presenting recommendations and gaining agreement. Contact with clients, elected officials, and representatives of other agencies. Contact with other employees and clients requiring negotiation and explanation leading to a decision. |

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| **Supervision** |
| This position is responsible for selection and coordination of Planning and Development staff, general management of work distribution, performance management and disciplinary action. |

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| **Qualifications, Knowledge, Skill & Ability Requirements** |
| * Post-secondary degree in Planning or a related field, or a combination of related education and experience. * Membership with the Canadian Institute of Planners (CIP) is required. * Maintains memberships with all designations ie.: Canadian Institute of Planners * Knowledge of the principles and practices of land use planning, inter-municipal planning and regional planning including applicable land use and development regulations and requirements, municipal bylaws, zoning requirements and provincial planning statutes. * Knowledge of the Municipal Government Act, Municipal Policies and Procedures. * Understands and applies Provincial and Municipal planning policies, legislation, processes, procedures and Statutory Planning documents. * Possess and exhibit strong skills in presentations to Council. * Ability to understand and apply contract law, contract documents, and to read and interpret engineering and architectural plans and specifications. * Works as part of a team and supports the Planning & Development Department. * Demonstration of solid customer service skills * Ability to communicate effectively with the public, contractors, developers, government agents, supervisors and other staff. * Commissioner or oaths or ability to acquire. * Valid Driver’s License and clean drivers abstract * Computer competency in Windows applications – Microsoft Work, Excel, Microsoft Publisher, Internet, data base applications, and network systems. * Excellent telephone etiquette and written/verbal communication skills |

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| **Experience** |
| * Planning & Development, real estate, or legal experience dealing with land use transactions * Minimum three to five years responsible planning experience. |

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| **Salary / Benefits** |
| The Town of Drayton Valley offers competitive compensation and benefits commensurate with education and experience. |

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| **Additional Information** |
| Please submit a cover letter outlining your skills and experience along with your resume in confidence to:  Human Resources  Town of Drayton Valley  Box 6837  Drayton Valley, AB, T7A 1A1  Fax: (780)542-5753  Email: [personnel@draytonvalley.ca](mailto:personnel@draytonvalley.ca)  **Deadline to apply is no later than 4:30 pm on Monday, June 15, 2015.** |

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.*