

POSITION: MANAGER PLANNING SERVICES

BASIC FUNCTION: Under the direction of the Director, is responsible for day-to-day planning staff oversight and guidance on matters related to the processing of planning and development applications. Drawing upon their experience, technical skills and knowledge, the Manager is the primary point of contact for planning staff in troubleshooting, issues resolution, process inquiries and guidance on planning document and legislation interpretation. The Manager works directly with planning staff in the review of and commenting on correspondence, staff reports and technical comments. They are responsible for leading and managing the efforts in developing policy and performing research, creating and amending municipal planning strategies, land-use bylaws and all other land use management tools, as required. The Manager takes a lead role in working with planning staff on their professional growth and is actively involved in coaching, mentoring, and providing constructive feedback on assignments to ensure staff learn from their experiences. They provide effective delegation and supervision for the Planners.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provides services to participating municipalities of the Planning Commission to administer and enforce the various *Municipal Planning Strategies and Land Use By-laws*, the various *Subdivision By-laws*, the relevant provisions of the *Municipal Government Act*, and other related municipal policies and by-laws in a concise and consistent manner.
- Performs duties to the Commission in an ethical and responsible manner consistent with the Canadian Institute of Planners' Statement of Values.
- Acts as the Director in their absence.
- In the absence of the Director, attends Commission Board meetings to provide support and subject matter expert advice as required.
- Provides supervision and direction to the planning staff to ensure adherence to departmental requirements and procedures.
- Prepares staff reports for plan amendments, rezonings, development agreements, variances, and other planning related initiatives.
- Assists with, reviews and comments on all staff reports, before they are submitted to the Director for approval and Committee/Council consideration.
- Provides guidance and professional advice to participating municipalities, developers, designers, contractors, and the public to ensure that development proposals comply with land use by-laws. Answers inquiries relating to zoning matters, Municipal Subdivision and Land Use By-laws, Policies and Regulations.
- Maintains liaison and establishes a positive working relationship with the development and building industry including professional planners, surveyors, consultants and engineers, other municipal departments, commission employees, senior government agencies and the general public.
- Manages the public consultation process and provides subject matter expertise.
- Attends evening meetings and public consultations as required, and provides expert advice support to Planning staff - particularly when dealing with contentious issues.
- Answers questions on complex matters, often in a public forum, while being accountable for the information being conveyed.

- Manages timelines to ensure that projects and applications progress, and that complex issues are resolved within legislated and other inflexible timelines
- Provides expert advice and counsel to a variety of stakeholders, including elected officials, committees and internal municipal departments.
- Responsible for special projects and initiatives as required.
- Responds to complaints with respect to illegal land use activities, including performance of field investigations of alleged land use bylaw violations. Recommends when action should be taken in cases of violations.
- Appears in court as a witness as required by Municipal or Town solicitors and represents the Municipality or Town in the absence of the Director, in planning appeals before the Nova Scotia Utility and Review Board.
- Assists in the preparation of annual operating budgets for the planning functions.
- Performs related duties as required.

QUALIFICATIONS/EXPERIENCE

- a. Extensive knowledge of planning principles, practices and techniques is required. Demonstrated experience in preparing, applying, and interpreting planning documents and regulation instruments.
- b. Post-secondary degree in land use planning, or a related discipline; OR equivalency.
- c. Minimum ten (10) years of experience of related experience, preferably in a local government setting, three (3) of which should be at a supervisory level.
- d. Licensed Professional Planner with membership in the Canadian Institute of Planners (CIP).
- e. Excellent administrative, communication, interpersonal, organizational, time management, analytical, problem-solving, report writing, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members. Demonstrated success in leading cohesive and motivated teams to meet Commission goals, objectives and initiatives.
- f. Extensive knowledge of the *Nova Scotia Municipal Government Act*, municipal planning strategies, land-use by laws, subdivision by-laws and other related municipal by-laws.
- g. Demonstrated leadership ability to set priorities, meet deadlines, and manage work demands.
- h. Valid Regular Class 5 N.S. Drivers' License
- i. Ability to think creatively and develop an innovative approach to challenges.
- j. Ability to effectively and diplomatically communicate complex information, orally and in writing to developers, property owners, employees, consultants, other governmental agency representatives, elected officials and the general public.
- k. Working knowledge of office computer operations, such as – word processing, spreadsheets, e-mail, databases, etc.
- l. Knowledge of the *Freedom of Information Act* regulations relating to the disclosure of confidential matters of the Planning District.
- m. Satisfactory Criminal Record Check.

The above is a general description of the principal job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position