

JOB DESCRIPTION

POSITION:	Director, Planning & Growth
DIVISION:	Planning & Growth
DEPARTMENT:	Planning & Growth
REPORTS TO:	Chief Administrative Officer
JOB TYPE:	Senior Leadership
LOCATION:	Civic Centre

GENERAL ACCOUNTABILITIES

As a member of the Town's senior leadership team, the Director of Planning and Growth is responsible for guiding the Planning and Growth Services Departments for the delivery of municipal planning and development and economic development services. The Director is instrumental in the long-term, strategic planning of the Town in creating a well-structured community that balances the economic, social and environmental needs of the Town. The Director reports and advises Town Council and Administration on major decisions that involve local and regional planning, development, economic development, education and energy related issues.

This position supervises the operations of the Planning and Development and Growth Services team, contractors and consultants to ensure that all work is completed in compliance with legislation/policy. The Director reviews current initiatives and workloads of team members and provides recommendations on prioritizing projects including department budgeting, personnel and resource allocation.

The Director of Planning & Growth will perform a key role in providing innovative support and mentorship to the Planning & Development and Growth Services departments.

The Director of Planning & Growth is to lead by example by adhering to and enforcing all responsibilities as outlined in the current Towns' Policy and Procedures.

This position is an advocate for safety and directs the team as a proactive safety leader. The Director ensures that all Health & Safety policies, work procedures, rules and relevant directives are followed by all staff and safety is top of mind in all operations.

REPORTING RELATIONSHIPS

This position reports to: Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Provides leadership and mentorship to the team by setting the team up for future success. Including, directing, evaluating the performance of the team. Establishing performance expectations, standards and personal development

- targets. This includes, conducting performance appraisals and provide measurable feedback.
- Responsible for the strategic planning, budgeting, forecasting expenditures, managing capital and operating budget components as relating to areas of responsibility.
 - Prepare and issue RFQs, RFPs, Tenders and addendums as per Purchasing and Tendering Policy and make recommendations for contract awards.
 - Contribute directly to the preparation and assemblage of contract bid packages and be the key interface for capital project delivery.
 - Assist with development of policies, procedures and programs for accomplishing approved objectives of the department ensuring the coordination of relevant departments.
 - Work as an individual and collaboratively and perform critical thinking to objectively evaluate positive and negative impacts on field decisions.
 - Direct the investigative, detailed design, approval, tender, and contract administration stages of each project assigned thereby ensuring the continued success of all projects
 - Strategically support responses for public concerns or questions and respond in a timely manner
 - Research, prepare, monitor and submit grant applications and reports as required
 - Ensure a thorough review is made for all subdivisions and development applications and ensure that appropriate action is recommended
 - Review cost reports and construction progress of Town projects to ensure standards of quality, accuracy and conformance with budget appropriations
 - Responsible for preparation and management of annual, short-range and long-range operational and capital budget projection and preparation.
 - Undertake periodic site visits to verify and confirm current works and assist with future project identification by undertaking site measurements visits.
 - Attend Council, Senior Leadership and Management meetings
 - Assesses special initiatives, prepares and presents well researched reports to Senior Leadership and Council.
 - Work with various partners and stakeholders at the local, provincial and federal levels in the matter of seeking out grants and partnerships that that will support the Towns' initiatives and lead to the generation of innovative projects.
 - Expected to be a core member of certain working groups.
 - Perform other duties as assigned by the CAO

MAJOR INTER-PERSONAL CONTACTS

- Chief Administrative Officer and Senior Leadership Team
- Planning and Development team
- Growth Services Management and other direct reports
- Council
- Customers and external stakeholders
- Other internal municipal departments

DECISION MAKING ROLE

This position is responsible for the supervision, mentorship and leadership of the Planning & Development and Growth Services department management teams.

Identifies and analyze problems while evaluating alternate solutions and makes recommendations to the team.

This is a strategic position responsible for forecasting long and short-term goals for the division and providing recommendations to Council that align with the strategic direction as approved by Council.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in land use planning, accounting, business, economics or a related field; Master's degree considered an asset. Equivalent knowledge derived from a combination of significant work experience and training would be considered.
- Minimum of 5 to 8 years responsible planning experience, with one year of supervisory experience, preferably in a municipal environment
- Excellent knowledge of the Municipal Government Act and related regulations (Subdivision and Development Regulation, Offsite Levies Regulation, Planning Exemption Regulation, Safety Codes Act etc.), and municipal planning policy including but not limited to Intermunicipal Development Plan (IDP), Municipal Development Plans (MDPs), Land Use Bylaws (LUBs), Area Structure Plans (ASPs),
- Demonstrated understanding of contract law, contract documents, and ability to interpret engineering/architectural plans and specifications.
- Strong oral and written communication skills and demonstration of solid customer service with residents, contractors, developers, government agencies, supervisors and other Town staff.
- Refined organizational, communication, interpersonal and leadership abilities in collaborating with multi-disciplinary teams.
- Experience in government relations, supporting elected and appointed government officials and senior management in responding to intermunicipal planning issues

- Demonstrated abilities in maintaining positive relationships with members of the public, development and business community, government agencies and staff
- Possess and exhibit strong presentation skills to Council, Municipal Planning Commission as well as Subdivision and Development Appeal Board and Land and Property rights Tribunal when/if required.
- Knowledge of municipal budget and accounting processes
- Project Management, negotiation and conflict resolution skills considered an asset
- Competency in Microsoft Office applications – Microsoft Word, Excel, Publisher, Edge, PowerPoint, online application processing and database systems, Geographic Information Systems and other network systems.
- Organization and time management skills with handling numerous projects simultaneously under pressure.
- Commissioner for oaths or ability to acquire
- Must maintain a high degree of discretion, confidentiality and professionalism
- Demonstrated leadership skills in developing a culture of cooperation and teamwork while leading multi-disciplinary teams of Town staff and/or external consultants.
- Possesses the ability and desire to mentor, coach and develop others in interpersonal skills, processes, policies and procedures by providing ongoing feedback, coaching and opportunities to learn and develop through a variety of methods.
- Clear Criminal Record Check
- Valid Class 5 Alberta Driver's License

EFFECTIVE DATE AND SIGN-OFF

Authorized Signature

Date