



Director of Growth Services

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our Town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit.

Reporting to the Deputy Chief Administrative Officer, this position will oversee the newly created Growth Services department which includes Community Planning, Development Engineering, Building Services and Economic Development.

Duties and Responsibilities

- Oversee the annual operating and capital budgets and long-range forecasts for the department.
- Monitor the administration of the approved budget including authorization and monitoring of expenditures.
- Participate in development charges by-law reviews/updates and monitor engineering-related expenditures funded from DCs.
- Supervise and/or oversees the supervision of departmental staff.
- Manage overall performance according to key performance indicators and seeks and implement operational efficiencies that enhance overall service delivery and customer service.
- Prepare reports and recommendations and attend Council, Council/ Committee, community and other public meetings, as required.
- Regularly review, assess and report on departmental measures and performance required under the Provincial Municipal Performance Measurement Program (MPMP); and devise and recommend strategies for performance enhancement.
- Manage overall performance according to key performance indicators and seeks and implements operational efficiencies that enhance overall service delivery and customer service.

Key Competencies and Qualifications

- Degree in Civil Engineering, Urban Planning or equivalent.
- Eligibility for or holder of the Professional Engineer's designation and full membership in the Association of Professional Engineers of Ontario or membership in Canadian Institute of Planners (MCIP)/Ontario Professional Planners Institute and a Registered Professional Planner (RPP) designation.
- Eight (8) years of demonstrated experience in the municipal sector including supervisory experience.
- Knowledge of the Ontario Municipal Act, Planning Act, and specific related legislation of building and engineering regulations.
- Ability to think and act strategically and appropriately in a political and community service environment.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, agencies and the public.
- Demonstrated proficiency with information technology including Microsoft Office Suite.
- Availability to attend evening and/or weekend meetings or other events as required.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$155,765 to \$194,707 (2024 rates) based on a 35 hour workweek plus a competitive benefit package and an option for flexible work arrangements.

****Interviews for this role will be held between April 30th and May 8th, 2024. Applicants are asked to ensure their availability during this time frame to accommodate an interview if selected****

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is April 9, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human

rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.