



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

MANAGER, LONG-RANGE POLICY PLANNING

Planning and Development – Job # P1232

CLOSING DATE: NOON – MAY 23, 2024

JOB SUMMARY:

Reporting to the Director of Planning and Development, the Manager of Long-Range Policy Planning is responsible for leading the activities and work plan associated with the Long-Range Policy Planning division including supervising staff and consultants providing planning services to city.

Key areas of focus include the review, update, preparation and implementation of the Municipal Plan, Secondary Municipal Plans, Urban Growth Strategy, Development Charge By-laws, Zoning By-law, and planning for Heritage Conservation. Other responsibilities consist of undertaking research, background studies, policy, and program work in a number of Strategic Plan priority areas such as affordable housing, climate change adaptation and mitigation, urban design standards, sustainable development, downtown improvement plans and incentive programs and work related to implementing the Action Plan for Streamlining Development Approvals.

Starting salary range is \$100,909 to \$118,716

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

EDUCATION:

- High School graduate or GED equivalency.
- Must have a graduate or undergraduate degree in planning from a recognized professional planning school and be a full Member of the Canadian Institute of Planners (MCIP) or Fellow of the Canadian Institute of Planners (FCIP) in good standing.

EXPERIENCE:

- Minimum of seven (7) years land use planning experience with increasing responsibilities. In addition to this, the ideal candidate has three (3) years of supervisory experience.
- Experience working with municipal councils, planning authorities, senior management, public, development industry, and the media.
- Experience in facilitating and providing support to planning and heritage related committees.
- Demonstrated experience collecting, compiling, analyzing and interpreting data, identifying and evaluating alternatives and formulating conclusions and recommendations.

LANGUAGE:

- English Essential. The ability to communicate in French is an asset, but not a requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of planning legislation and ability to perform legislative planning functions associated with the *Community Planning Act*.
- Knowledgeable on other pertinent sections of the *Local Government Act* and *Heritage Conservation Act*.
- Strong theoretical and practical understanding of community planning principles, best practice approaches, methods and procedures is demonstrated.
- Awareness and understanding of current planning and development issues are demonstrated.

- Understanding of Planning and Development departmental policies, priorities, processes, and procedures are demonstrated.
- Ability to provide effective supervision and staff management.
- Highly organized and have excellent time management skills
- Ability to manage and work on several high-priority projects or issues simultaneously.
- Ability to work with tight timelines, manage projects effectively, and meet firm deadlines.
- Ability to initiate ideas and make sound judgments.
- Ability to identify, analyze, and resolve complex planning and development concerns and issues.
- Ability to work effectively in a customer-oriented and collaborative working environment.
- Good presentation skills and ability to effectively communicate both verbally and in writing.
- Strong interpersonal skills and experience liaising with elected officials, legal staff, the public, provincial and federal government departments, and other outside agencies in a professional manner.
- Ability to meet, consult, and deal in confidence with municipal officials and business/industry.
- Ability to manage and conduct in-person and virtual public participation activities, meetings, and hearings.
- Extensive computer skills and knowledge of municipal databases, word processing, Windows applications and e-mail. Example: Microsoft Outlook/Excel/Word/Power Point.

CONTACT:

- Reports to Director of Planning and Development.
- Directly supervises three (3) permanent staff and (as needed) project-based consultants.
- This position will have significant impact on the image of the department and will have frequent contact with internal and external customers. Requires courtesy and diplomacy for exchanging information through calls from the general public, members of Council, Administration, business and development industry, media, heads of agencies, commissions, and local or national organizations. This position requires a high degree of discretion as matters of a confidential nature are dealt with regularly.
- Requires behavioural characteristics that reflect the best interest of the corporation and the community at large.
- Must use judgment and a high degree of customer service skills in dealing with contacts. Must be professional and neat in appearance.

SUPERVISION:

- Will be responsible for the supervision of the Long-Range Policy Planning division staff and for overall project management of the city's Long Range Policy Planning projects and Work Plan.
- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures, or policies.

CONDITIONS OF WORK:

- Normal working hours shall prevail, under agreeable working conditions in an office environment. This position will be required to work beyond the normal workday to attend regular public Council meetings, Planning Advisory Committee, and other committee meetings; as well to prepare reports in a timely manner to meet specific deadlines, deliver public presentations, facilitate public hearings and public consultation on municipal planning matters.
- Frequent listening concentration, responding to enquiries and problem situations.
- Requirement to deal with upset or impatient individuals.
- Work under pressure of deadlines requiring the need to constantly reorganize priorities.
- Required to respond professionally to upset public, in person, on the phone, and at public meetings.
- Frequently required to attend evening meetings and make public presentations.