

Manager, Long Range Planning and Sustainability (Exempt)

Job Requisition	JR-2024-144 Manager, Long Range Planning and Sustainability (Exempt) (Open)
Job Family	Management
Start Date	2024-05-28
End Date	2024-06-25
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Manager--Long-Range-Planning-and-Sustainability---Exempt-_JR-2024-144
Description	Closing Date:

Jun 25, 2024

Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$110,534.03 - \$130,039.33

Job Description

Reporting to the General Manager, City Planning, the Manager, Long Range Planning and Sustainability is responsible for leadership, direction, information and advice on long range planning, environmental planning and issues related to corporate sustainability which affect the City of Vernon.

Duties Include:

Long Range Planning

- Oversees the development of contemporary long range plans, neighbourhood plans and development policies that fully address the economic, social and environmental components of community sustainability.
- Directs, as required, departmental staff and the Social Planning Contract in the development of long range planning studies, research and plans such as infill plans, neighbourhood plans, area structure plans, the Official Community Plan, growth management studies and related bylaws, including associated community involvement and public participation.
- Develops annual achievement plans in conjunction with senior staff, and provides feedback, coaching and identifies areas for development for department staff.
- Reviews, develops and recommends new and revised departmental policies and procedures to respond to changing needs and/or achieve improvements, cost savings and revenue generation.
- Recommends and implements department goals that support Council's Strategic Plan goals and deliverables and the Corporate Strategic Plan.
- Develops the department's budget and is accountable for financial results within budget allocations.
- Provides leadership and expertise in the development of bylaws, policies and procedures pertaining to long range planning within the community.
- Ensures risk management and liability exposures are addressed and monitored.

Environmental Planning

- Provides information, direction and advice to City Council, other government bodies, staff, developers, business and industry representatives and the general public on municipal policies, regulations, procedures, and matters relating to the environment.
- Attends meetings of Council, Council committees, regional governance committees and other bodies, as required, as well as public hearings and other public meetings, as a

- resource and/or representative and/or staff liaison of the City.
- Develops and presents public education/communication sessions on environmental issues to various community groups.
 - Reviews provincial and federal legislation regarding environmental issues and recommends appropriate policy and practice to ensure City compliance.
 - Participates in the development of neighbourhood plans to ensure best management practices and compliance with municipal environmental policies and standards, as well as provincial and federal environmental regulations.
 - Provides leadership in the development of bylaws, policies and procedures that allow for environmentally sensitive development within the community.
 - Provides expertise in the development of the Official Community Plan and related environmental policies and implementation of bylaws.
 - Provides ongoing assessment of existing environmental procedures and future needs and assists in the development of short, medium and long range plans for environmental management.
 - Develops and implements community stewardship practices in partnership with local community groups, not-for-profits agencies, other levels of government and other community stakeholders.
 - Provides input on parks and recreation, including potential siting and design issues related to parkland.
 - Assists in the development and actioning of emergency response procedures related to environmental incidents.
 - Directs and provides input in the development of the Parks Master Plan and supports its implementation.

Sustainability

- Identifies corporate sustainability goals pertaining to economic, social and environmental matters, in conjunction with division Directors.
- Assesses the organization's current sustainability performance and identifies and prioritizes its key sustainability issues.
- Reviews and analyzes current programs, procedures and policies to identify new approaches and makes recommendations for the inclusion of sustainability considerations which affect corporate efficiencies and community sustainability opportunities.
- Coordinates initiatives across the organization to address corporate sustainability goals.
- Oversees implementation of changes to programs, procedures and policies to enhance corporate sustainability and support community sustainability opportunities with division Directors.
- Identifies and develops new initiatives required to attain corporate sustainability.
- Facilitates internal and external communications and visibility by representing the City on sustainability issues, where appropriate, including the development and implementation of communication strategies to publicize initiatives and raise awareness.
- Develops effective mechanisms for working with Regional District of North Okanagan (RDNO) staff on programs and service delivery which impacts the success of City and community sustainability initiatives.
- Responsible for CARIP reporting.
- Identifies and coordinates sustainability grant applications in cooperation with Corporate Services.
- Identifies local GHG offset projects in cooperation with other City divisions.
- Coordinates City sustainability policies and programs with provincial and federal bodies, UBCM, RDNO and other agencies, as appropriate.
- Performs other duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing

emergency services. Duties assigned during an emergency may differ from regular duties.

- This position may perform the role of Planning Function Alternate as assigned by the City, for the assistance and coordination of the Emergency Operation Committee.

Required Education and Experience:

- Master's Degree in Environmental Studies, Science, Engineering or Planning. Education background must include a strong environmental focus, coupled by significant planning education.
- Experience in a municipal planning environment.
- Minimum 8 years of increasingly responsible professional planning experience.
- Demonstrated progressively responsible management/supervisory experience.
- Valid BC Driver's Licence Class 5.
- Computer and related software, general office equipment.
- An equivalent combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Detailed knowledge of provincial and federal environmental regulations, reporting requirements, standards and codes of practice.
- Thorough knowledge of the principles, practices and trends in urban and regional planning, including applicable legislation.
- Ability to effectively manage exempt and union personnel in a fast paced work environment.
- Strong interpersonal and communication skills with a commitment to teamwork and customer service.
- Strong PC/technology skills and aptitude.
- Strong presentation and public speaking abilities, with experience and/or training in facilitation methods.

Preferred Education and Experience:

- Master's Degree in Planning.
- Experience in dealing with environmental issues faced by municipalities.
- Experience in working with senior levels of government on implementation of provincial and federal environmental legislation.
- Additional experience in a professional capacity including: review and approval of development proposals, subdivisions, development permits, and the creation/maintenance of environmental data using Geographic Information Systems (GIS).
- Eligible for membership in PIBC.

Preferred Knowledge, Skills and Abilities:

- Emergency Response Training.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.

- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Long Range Planning & Sustainability