

COUNTY of ANNAPOLIS

NATURALLY ROOTED

Employment Opportunity **Manager of Planning** (Permanent Full-time) Pay Band 6 (\$75,336.00 - \$94,944.00)

The County of Annapolis Planning Department is currently seeking a Manager of Planning to join their team. This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River valley, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Manager of Planning shall be responsible for providing daily support, leadership, coaching and mentoring to all planners and development officers on the Planning and Inspection Services Team during the process of preparing, updating, reviewing and writing the Municipality's Municipal Planning Strategy and Land Use Bylaw.

Manager of Planning will assist in the processing and review of all development permits and subdivision applications, reviews complaints received from residents concerning unapproved or non-compliant developments, processes applications for municipal planning strategy amendments, development agreements, and site plans, carries out of detailed studies for planning areas, initiates and undertakes plans and studies, acts as the staff resource person for all Planning Advisory Committee and Area Advisory Committee meetings.

Reviews all public requests for zoning confirmation certificates, reviews the Municipality's subdivision regulations and municipal servicing specifications, responds to telephone calls, emails, letters, faxes, and other communications, and supports Annapolis County's Regional Emergency Measures Organization.

Qualifications:

Candidates for this position must possess as a minimum, an undergraduate or master's degree in planning, urban or rural planning, or a similar educational program, from a recognized post secondary institution and be a member of the Canadian Institute of Planners, or be able to achieve this status within three years of starting this position.

Ideally, the candidate must have a minimum of five (5) years experience working in a municipal or provincial planning setting where the focus has been on interpreting planning rules and regulations and provincial legislation, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional reading and report writing skills, as well as comfort and enjoyment with facilitating and presenting public presentations and information sessions to people of all education and interest levels, be adept dealing with difficult people and be able to discuss complex matters in simple terms tactfully and respectfully, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment, often under public pressure. This position will occasionally require work outside of normal office hours including evenings and weekends.

For the full job description: Visit: www.annapoliscounty.ca / Employment

Deadline for submissions: Employment is offered until it is filled

Camilo Lopera, Human Resources
(902) 532-0890
Email: employment@annapoliscounty.ca
Municipality of the County of Annapolis
PO Box 100, 752 St George Street
Annapolis Royal, NS B0S 1A0

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca