



HUMAN RESOURCES

## PERMANENT FULL-TIME MANAGER, PERMIT CENTRE & BUSINESS LICENSING

(Competition 26-63)

### Position Overview

The City of Nanaimo is seeking a permanent full-time Manager, Permit Centre & Business Licensing. Reporting to the Director, Planning & Development, the incumbent is responsible for managing the planning and development functions of the Permit Centre and Business Licensing Section, departmental computerized permitting system and the financial components of all development applications. The incumbent will act as a liaison between members of the business and development community and other City departments regarding the development permit and approval processes. This will include reviews of specific problems encountered by members of the public in the processing of applications and other municipal approvals.

### Qualifications

Applicants must have a Diploma in Business Administration or related discipline from a recognized educational institution and 5 years' related experience, including proven management supervisory experience, preferably in a municipal environment. An equivalent combination of education and experience may be considered. A valid Class 5 BC Driver's License is required.

### Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with a salary range of \$116,830.80 to \$124,288.09 as well as a competitive benefits package.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 26-63 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

# Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

### Posting Date

Tuesday, May 12, 2026

### Application Deadline

Friday, June 5, 2026  
4:30 p.m.

### Contact Information

Human Resources  
City of Nanaimo  
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