



Community Growth & Investment Manager

Our Community:

People who visit and live in Okotoks often comment on how beautiful the scenery is – the mountain views are majestic and the Sheep River valley is at the heart of where we play. They love that Okotoks is just 15 minutes south of Calgary and a short drive to Kananaskis Country. Okotoks has gained a reputation as an award-winning community, recognized nationally for our commitment to sustainability and to organizational excellence. With annexation complete, the community will grow substantially over the next 60 years. These are exciting times for Okotoks as we envision and plan for our future, while we remain committed to maintaining the enviable lifestyle our residents enjoy

We Are:

The Town of Okotoks is a progressive organization; offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed “Habits of Execution” which empowers employees to focus on organizational outcomes and supports a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

The Opportunity:

We have an exciting opportunity for a highly motivated and experienced Community Growth & Investment Manager to join our team to provide overall leadership for all aspects of Town planning, including strategic planning, managing daily operations and all related physical, financial and human resources. This role is responsible for understanding governing legislative requirement, assessing and allocating resources, developing and promoting technical excellence, streamlining services, reporting on service delivery metrics and customer service.

Reporting to the Community Growth, Investment & Sustainability Director, the Community Growth & Investment Manager is responsible for:

- Short and long term strategic planning, and the ongoing development and refinement of daily operational protocols;
- Act as Town representative regarding planning and development matters when dealing with government agencies, other organizations and the public;

- Facilitates the land use planning process through support and advice to the Municipal Planning Commission and Subdivision and Development Appeal Board;
- Ensure that all planning recommendations made by Planning Services to respective planning authorities are consistent with the statutory framework established by Council and provincial planning legislation;
- Implementation of community economic development initiatives, researches and present relative economic development data, demographic and other trends and forecasts;
- Researches local needs to determine target markets for businesses compatible with existing mix, and market existing resources to encourage new businesses;
- Oversee sale of municipal surplus and industrial properties;
- Develop, present and monitor operating and capital budgets, accommodating for quarterly and annual variances;
- Conducts hiring of staff, training, development, performance management, recognition and pursuing disciplinary actions if required;
- Establishes the teams daily work priorities and maximizing the use of team resources;
- Provide team members with input when troubleshooting or managing non-standard issues;
- Prepare regular communications, Council reports, and attend Council meetings as required.

What You Bring

- Business Administration, Public Administration, and/or Planning degree;
- Membership in (or eligibility for) the Alberta or Canadian Institute of Planners is an asset;
- 8 years of related experience in a senior role, including supervisory;
- Experience in municipal planning, community planning and a proven track record in facilitating new business development in a municipal setting;
- Extensive and sound knowledge of municipal affairs, business principles, land use planning;
- Strong leadership and team management skills;
- Strong communication, negotiation, multi-tasking, and priority setting skills;
- Proficiency with Microsoft Office suite.

What We Offer:

- Competitive Salary
- Comprehensive benefit and pension plans (LAPP & APEX)
- Career development
- Flexible work schedule
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable Police Information Check and possibly a Driver's Abstract depending on the position.

How to Apply:

Applications are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

Competition #	0622P
Business Centre	Community Growth & Investment
Position Type	Full-time permanent
Compensation	\$126,089-138,962 annually
Standby Rotation Required	No
Hours of Work	37.5
Number of Openings	1
Police Information Check Required	Yes
Driver's Abstract Required	Yes-to drive Municipal Centre hybrid vehicle
Deadline to Apply	April 27, 2022