

# Cultivate Your Career



## MANAGER, DEVELOPMENT BRANCH PERMANENT FULL TIME

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Planning & Development
Salary	\$111,114 - \$134,814 per annum
Closing Date	January 24, 2021
Competition #	21/01

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle, and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 66,000 residents with high-quality programs and services, and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert's Development Branch works with builders, the development industry, and property owners to process development permits and compliance certificates. The Branch is also responsible for development control activities, primarily in regard to Land Use Bylaw enforcement items, as well as ensuring the built form meets high-quality standards, consistent with expectations of the public.

We are currently recruiting an experienced, innovative, and motivated individual to assume the position of Manager and oversee the day-to-day activities of the branch. The Manager will also play a role in some key projects in the department such as Neighbourhood Development and Red-tape reduction.

The Manager leads a team that consists of four Development Officers. We seek an individual with an inclusive approach to decision-making and team building. This position requires highly developed communication skills and political sensitivity, combined with the ability to summarize complex processes for a variety of audiences.

### HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 - 5:00 with a regular day off [RDO] every two weeks). There is a requirement of additional and/or evening hours to meet position expectations.

### QUALIFICATIONS

- Preferred candidates will hold a degree in Urban Planning or a related discipline.
- Member (or eligible for membership) with the Canadian Institute of Planners (MCIP), Alberta Professional Planners Institute (APPI) Registered Professional Planner (RPP).
- Member of the Alberta Development Officers Association (ADOA) preferred.
- 7 to 10+ years of responsible, progressive experience in an urban environment, including supervisory experience. Prior experience in a municipal setting is preferred.
- With open and consistent communication, lead, motivate, and support a team of professionals committed to a high level of customer service and mentor and encourage their professional growth.
- Knowledgeable about, and experienced with, progressive, innovative, and responsive approaches to land use and development regulation.
- Sound judgment, effective problem-solving skills, above-average communication and presentation skills, and political sensitivity.

### COMPENSATION

\$111,114 - \$134,814 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

**The successful applicant will be required to obtain a satisfactory police information check.**

**Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert Employment website [www.stalbert.ca/employment](http://www.stalbert.ca/employment)**

### CLOSING DATE

**January 24, 2021**

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.