



Director of Planning and Development

Competition #04-2021

For people who enjoy the outdoor lifestyle, **Sparwood** will exceed your expectations by offering you instant access to mountains, valleys, rivers and lakes filled with an array of fish and wildlife. Participate in fishing, hiking, mountain biking, camping, golf, numerous lake activities, hunting, cross country skiing and world class skiing and snowboarding to your heart's content.

Sparwood is an East Kootenay community of about 4,000 people living in the beautiful Elk Valley, approximately 1.5 hours away from Cranbrook, BC and 2.5 hours away from Calgary, AB - offering easy access to big city amenities while enjoying all that rural living has to offer.

The District of Sparwood is searching for its next talented and experienced Director within the Planning and Development department. Working closely with the Chief Administrative Officer, you will primarily be responsible for overseeing the land development and building functions for the District of Sparwood, helping the District take steps toward its short and long-term planning and development goals, while continually improving processes and service delivery. The Director will be part of the executive team and as such, should be a collaborative thinker with the ability to adapt to change and interact with people in a professional and courteous manner.

Recognizing the unlimited potential of this vibrant community and the importance of hiring a leader to assist Council in achieving their strategic goals and objectives, as outlined in the [2019-2022 Strategic Priorities Report](#), we are looking to attract a collaborative, results-oriented leader as the Director of Planning and Development.

The core job duties include:

- Overseeing the activities of the Planning Department including implementing relevant bylaws;
- Coordinating the District's economic development activities;
- Participation in environmental assessment processes on the District's behalf.

The ideal candidate will have:

- University Degree in land use planning, and either is a full member, or eligible to be a member, of the Planning Institute of BC;
- At least five (5) years of experience in a municipal environment or equivalent experience in the private sector;
- At least three (3) years of experience in a management role;
- Excellent knowledge of the philosophies, principles and practices of municipal planning, sustainability and design.

The salary for this position is between \$95,000 and \$118,000 (dependent on education and experience), and includes a full range of employer paid benefits, an earned day off program, up to 3-weeks of time off in lieu of overtime and an Active Living Pass for access to the Leisure Centre courts, fitness centre, climbing wall, pool, arena and many of the drop-in fitness classes. More information and a detailed job description can be found on the District of Sparwood website at <https://sparwood.ca/job-opportunities>.

Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification and a clean drivers' abstract.

Applicants are invited to submit their resumes, complete with cover letter, in confidence by March 14, 2021, quoting competition #04-2021, to the attention of:

Ms. Michele Schalekamp
Chief Administrative Officer
District of Sparwood
careers@sparwood.ca