



THE CORPORATION OF THE MUNICIPALITY OF BRIGHTON JOB OPPORTUNITY

The Municipality of Brighton is located on Lake Ontario at the eastern end of the County of Northumberland, conveniently set along the 401 corridor between Toronto and Ottawa. Brighton is a lower tier municipality in the County of Northumberland with a population of approximately 12,000 people, which is increasing steadily due to its beautiful waterfront and smalltown appeal. We are currently accepting applications for the position of Manager of Approvals.

Manager of Approvals Job Description

Responsibilities:

Reporting to the Director of Planning and Development, the Manager of Approvals is responsible for processing a wide range of development applications and acts as a resource for staff, Council and the Public on land use planning processes and policies.

Qualifications:

The preferred candidate possesses a University Degree in Urban and Regional Planning and 5 years' progressive land use planning experience in a lower tier municipality, including planning policy, project management in a municipal and/or private planning practice, and experience in municipal development approvals processes. You have full membership in the Canadian Institute of Planners and OPPI and bring working knowledge of the Accessibility for Ontarians with Disabilities Act. You easily apply a proficiency in ArcGIS and MS Office Suite to excellent interpersonal, communication, report writing, presentation and analytical skills. The ability to meet strict deadlines, interpret legislation and attend evening public and Council meeting is routine. A valid Class G Ontario driver's licence and clean criminal record check are conditions of employment.

Duties:

- Assists the Director in processing various planning and development applications including Official Plan and Zoning By-law Amendments, Subdivision/Condominium/Site Plan Agreements, Minor Variances, and Land Severances
- Provides information and advice to applicants, consultants and the general public
- Reviews major legislation changes, providing relevant information to staff and assists Director with the preparation of information reports to Council
- Presents reports and background information regarding development applications to Council and Committee of Adjustment
- Prepare materials and attends Public hearings, LPAT hearings
- Provides technical advice and professional planning opinion to staff and Council relating to various planning/development applications
- Conducts or coordinates special planning studies
- Assists the Director in administering peer review processes for technical studies
- Assists in review/evaluation of departmental processes, including streamlining/updating practices to improve customer service and recommends new and/or amendment to existing policies/procedures.
- Assists the Director and contributes toward the development of the department's annual capital and operating budgets; monitors and approves expenditures
- Assumes the role of Director during their absence.
- Supervises and monitors performance of staff and external consultants as assigned by the Director.
- Other duties as assigned

2022 Salary Range in the Non Union Grade 8, \$95,028. - \$111,169. per year complemented by a generous benefit package and enrollment in the OMERS pension plan. A detailed job description is available on the municipal website www.brighton.on.ca

Qualified candidates are invited to submit a covering letter and resume clearly marked "Manager of Approvals", prior to 12:00 noon, March 18, 2022 to hr@brighton.ca

The Municipality of Brighton wishes to acknowledge and thank all candidates for your interest in responding to this posting, however, only those candidates selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Alternate formats of job postings and accommodations are available upon request to support the participation of persons with disabilities in applying for jobs and during the interview and assessment process. If you require an accommodation email or phone Human Resources at 613-475-0670.