



ROCKY VIEW COUNTY

Supervisor Planning and Development

Job Number: #J0622-0001

Job Type: Permanent Full-Time

Salary: \$101,617-\$119,400

Are you a seasoned Planning professional looking for a high-level professional responsibility to develop, coach, and mentor a high functioning team?

Are you looking for opportunity to grow professionally while supported with paid training opportunities, a competitive salary, benefits after 30 days, 27 paid days off in first year + general holidays, pension plan, paid sick time and more?

What we need:

Rocky View County's diverse communities are continuing to grow, and our Planning department is working with our new Council to reassess its growth strategy against the backdrop of the Calgary Metropolitan Region Board. This brings an incredible opportunity for enthusiastic Planning professionals to work on a number of projects to prepare, review and implement County-wide and community-level Planning documents.

In this key leadership position, you would be required to demonstrate and draw on expertise acquired from extensive, varied and progressively more responsible levels of advanced professional planning experience. As the Planning Supervisor, you would provide leadership, coordination, and collaboration among the appropriate stakeholders in managing planning and development applications, addressing Land Use Bylaw complaints, and developing planning strategies.

Presentations to Council, Boards, Committees, Public groups and organizations are an integral component of the scope of duties. You would act as a resource person and a mentor to Senior Planners and other department personnel. You would work in conjunction with the Planning Manager to develop short- and long-term strategies for the section. In the absence of the Manager, the Supervisor may be required to assume the duties of the Manager.

Does this sound like a fit to you? If so, we would love to see your application!

Core Accountabilities:

Daily Operations

- Oversee Development Officers, Development Compliance Officers, Development Assistants, Administration Assistants and Planners to provide leadership to the planning team and maintaining best practices for the planning group.
- Prepare and attend regularly scheduled meetings of Council, Appeal Boards, and committees as required.
- Monitor process deadlines for all applications, review reports, bylaw amendments, development permit conditions, etc.
- Oversee Land Use Bylaw infraction investigations and manage appropriate response to Bylaw complaints, including record keeping and, where necessary, enforcement action.
- Oversee Planning and Development Permit applications, ensuring customer service and application processing accords with department service delivery policies and standards.
- Review and edit staff reports for Planning and Development applications, including those referred to Council and those determined by Administration.

- Participate in the development, implementation and evaluation of objectives, policies and procedures, together with leading process improvement.
- Monitor and review Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Liaise with members of intradepartmental committees involved in joint projects and initiatives.
- Perform, manage, and prepare reports for complex and sensitive professional Planning projects, research and analysis.
- Oversee specialized Planning functions such as large-scale new development proposals.
- Advise various councils, boards, commissions and elected officials on planning-related issues.
- Prepare reports on operations and activities, recommending improvements and modifications.
- Act as a technical resource to provide support to employees and the public at counter.
- Reviews and responds to public inquiries as required.
- Acts in a professional and responsible manner to protect the integrity of employees and the business of Rocky View County.

Strategy, Planning, Analysis, Administration

- Communicates with other departments to ensure a coordinated approach to project/initiative identification, development and delivery and budgetary requirements and make recommendations to the Manager.
- Assist and/or develop budget forecast; monitoring and expenditures in conjunction with Manager.
- Participate in budget preparation and administration, monitors and controls expenditures.

Leadership and People Management

- Identifies personnel requirements and coordinating of employees and departmental workflow.
- Oversee Planners to provide on-going feedback and coaching; document performance and discipline as required; and in collaboration with the Manager, conduct formal probationary and annual performance reviews.
- In conjunction with Manager and Human Resources, provide regular technical guidance, coaching and mentoring to employees carry out discipline when appropriate; and, checking results..
- Provide employees with adequate resources and work procedure training and ensure required departmental representation on the Health and Safety Committee.
- Contribute input into and support implementation, roll-out and enforcement of policies, procedures, guidelines or protocols and communicate pertinent information to employees.
- Ensure workers have a clear understanding of their role and responsibilities relating to County's health and safety program and in the Alberta OHS Act Regulation and Code.
- Ensure that all the operations under their supervision adhere to the requirements of the County's OHS Program.

General

- Prepare for and present or attend regularly scheduled meetings of Council and committees as required.
- Attend and participate in inter-jurisdictional meetings and activities on an ad hoc basis.
- Display a professional and ethical responsibility to protect privacy, use information appropriately, and maintain the confidentiality and security of all information related to employees, business and residents of Rocky View County.
- Capable of providing coverage in an Acting capacity for the Department Manager from time-to-time.
- Ability to perform subordinates' responsibilities from time-to-time, as necessary.

- Act as the Manager in his/her absence as requested.
- This position is eligible for remote work on an ad-hoc basis.
- Perform other duties and special projects as assigned.

Position Requirements:

A combination of a Bachelor's Degree in related field along with a minimum of ten (10) years related work experience and continuous learning to competently perform this job.

- Requires demonstrated leadership skills, team building, conflict resolution, business/technical writing skills, coaching and mentoring abilities in addition to time management, organizational, problem solving and decision making ability.
- Well-developed communication and interpretation skills, with the ability to work independently and collaboratively in a multi-disciplinary team.
- Direct the work of a small unit by assigning and scheduling work, training and disciplining employees, maintaining performance standards and checking results. Provides input on personnel requirements, employee performance feedback, and input on performance reviews.
- External contact requires exchanging more complex information. Communication requires tactful approach.
- Understands and applies Provincial and Municipal planning policies, legislation, processes, procedures, and Statutory Planning documents.
- Interprets and applies relevant Municipal/Provincial policy to the processing of applications and the development and preparation of planning documents.
- Proficient in MS Office suite.
- Possess a valid class 5 driver's license.

Interested applicants are invited to apply direct to <https://www.rockyview.ca/careers>.
Applications are due by 10 pm MST on the closing date.

We thank all applicants for their interest; however
only those selected for interviews will be contacted.