

Program Lead, Development & Safety Codes (Competition #: 40-2021)

Position Type: Permanent Full-Time

Rate of Pay: \$92,272 - \$121,422 per annum

Hours of Work: 8:30 am - 4:30 pm Monday through Friday

Competition Close Date: May 13, 2021 end of day

Sturgeon County is looking for an experienced Program Lead that will provide leadership to individuals within Development and Safety Codes area and is responsible for ensuring an efficient and appropriate development application process through the administration of the County's Land Use Bylaw in compliance with the Municipal Government Act, statutory plans, bylaws and polices established by the County. This position also ensures the administration of the Uniform Quality Management Plan and confirms that permits are issued as required under the Safety Codes Act. The ideal candidate for this position will be an excellent communicator who is able to explain often complex and difficult regulation and requirements concisely. They will also have strong interpersonal skills with considerable experience working with the public and the building and development industry and the ability to coach and mentor team members and foster and enjoyable and supportive work environment.

Job Duties

Administering the Land Use Bylaw

- Utilize the Land Use Bylaw to process and render decisions where authorized on development permit applications and present recommendations to Senior Administration, and the Municipal Planning Commission/Council, as required.
- Monitor the performance and effectiveness of the Land Use Bylaw and collaborate with others within the department to process applications for amendments to the Land Use Bylaw.
- Responsible for the consistent application of the Land Use Bylaw and support staff who enforce the Land Use Bylaw in conjunction with other Sturgeon County Departments.
- Coordinate with other departments and developers to resolve design, drainage or site-specific issues that arise through the development permit process.
- Respond to internal and external customer requests for information, or referrals on proposed applications in a prompt and positive manner.
- Attend and deliver presentations before the Municipal Planning Commission and the Subdivision and Development Appeal Board.

Uniform Quality Management Plan

- Provide administrative support for all Safety Code Disciplines through the County's Uniform Quality Management Plan (QMP).
- As the QMP Manager, maintain and administrate the Uniform Quality Management Plan.
- Administrate the contract with an accredited agency as outlined in the QMP and the Safety Codes Act.
- Coordinate regular Safety Codes Audits as required by the Safety Codes Council.

General Duties

- Provide information and assistance to applicants related to development and safety codes.
- Observe opportunities to improve service delivery and initiate/participate in the compilation/update of policies, procedures and processes for the department as required.
- Assist and advise the Manager of Planning and Development Services on matters to support planning and development policies and other departmental initiatives.
- Attend Council meetings and present background, analysis and recommendations with respect to current planning reports on applications for development or other local planning matters as required.
- Research and prepare reports on current and emerging policy issues and other planning documents or regulations.
- Consult with other municipalities, government agencies, developers, planning consultants, property owners and the public on issues related to Development and Safety Codes Services.

- Attend conferences, courses, and other training workshops, and hold membership in any organization, as approved by the Manager of Planning and Development, for the purpose of enhancing the ability to perform the duties outlined in this role.
- Complete special projects and duties as required.
- Follow the Sturgeon County Health & Safety Management System guidelines and adhere to the Supervisors' Responsibilities and Accountabilities as outlined in the Sturgeon County Health and Safety Management System.

Supervisory Duties

- Provide team leadership and effective distribution of responsibilities to ensure the delivery of core services to the customers within Planning and Development Services.
- Continuously coach and mentor support staff in their professional development and conduct yearly performance appraisals of direct reports and monitor performance on a regular basis.

Job Qualifications and Skills

- Degree in Land Use Planning or a related field from a post-secondary institution with a minimum of 5 years of relevant experience, or a post-secondary diploma with a minimum of 7 years relevant experience.
- Supervisory experience and prior land development experience within a municipal setting.
- Experience with approvals of industrial projects would be considered an asset.
- Eligible membership in the Alberta Development Officers Association, the Alberta Professional Planners Institute or graduation in the Applied Land Use Planning Program at the University of Alberta are also considered assets.
- Valid driver's license with a clear driver's abstract is required.
- Comprehensive knowledge and practical experience accepting and reviewing development applications within a municipal setting.
- Ability to interpret compliance with the land use bylaw and other technical reports and relevant procedures.
- Ability to interpret policies of statutory plans and connect policy to regulation, then successfully implement through the Land Use Bylaw.
- Strong legislative awareness of provincial and federal statutes and regulations including the Municipal Government Act (MGA) and the ability to read and comprehend legislative direction is an asset.
- Proven ability to research and effectively analyze/interpret/synthesize complex and often divergent information to determine potential opportunities, exposures and risks.
- Strong communication skills and the ability to build consensus amongst a broad range of stakeholders (including the public) either verbally, in writing or in presentation form. Experience helping landowners understand complex land use regulations and policies is a requirement.
- Well-developed project planning and project management skills.
- Proven ability to mentor, coach, and support staff development
- The ability to work efficiently and effectively either independently or in a team environment.
- Strong initiative, proactive planning, and time management skills with the ability to respond to shifting workload(s) and competing deadlines.
- Computer literacy and working knowledge of Microsoft Office Suite.

Interested?

Please submit your application by email quoting the competition number in the subject line to: hr@sturgeoncounty.ca

Thank you to all applicants for their interest, however only those chosen for an interview will be contacted.

Sturgeon County is an equal opportunity employer.