

Planning & Development Manager

Do you enjoy a fast-paced, progressive work environment and have a passion for serving the local community - then this may be the opportunity for you!

As a key member of the management team, the Planning & Development Manager manages the Planning and Development (P&D) services for the Town of Blackfalds and leads a professional team. The P&D Manager represents the Planning and Development department in all aspects including directly contributing to establishing corporate direction and formulating creative solutions to strategic challenges in the area of planning and development. This position requires varied & progressive professional planning expertise & experience.

Required Knowledge, Skills and Abilities:

- Direct experience in a progressively responsible municipal land use planning, urban studies, regional studies or related discipline is required
- Direct experience with municipal legislation, such as writing and updating the Municipal Development Plan.
- Direct experience in subdivision and development approvals and implementation
- Working knowledge of planning legislation and experience involving a broad range of projects and applications in an urban setting
- Provides leadership, advice, guidance and recommendations to the Municipal Planning Commission, Subdivision Development and Appeal Board, Council and the public
- Effective interpersonal skills in dealing with staff, public, development industry, Council Boards and Council under all types of conditions promoting a positive and generally supportive approach.
- Excellent written and oral communication skills (including research skills and media relations) with good facilitation and mediation skills. Ability to address all levels of elected or appointed political officials and bodies.
- Respectful and effective communication with administration, council, developers, stakeholders and the general public on all planning and development matters in accordance with applicable provincial legislation and regulations and municipal policies and bylaws.
- Ability to enforce the Land Use Regulations and to identify issues and conflicts and implement resolution measures.
- Ability to communicate and educate the public and promote participation in the understanding, development and acceptance of land use planning and the Town's planning documents.
- Leadership skills having the ability to lead and motivate the public and staff. Supervisory skills, necessary for decision-making and directing staff.
- Ability to collaborate with other departments and agencies on planning and development proposals and opportunities.
- Strong working knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of public works functions and activities
- Ability to foster improved efficiencies through enhanced workflow and co-ordination of work functions.

- Excellent leadership, problem solving and organizational skills

Position Requirements:

- Provide sound recommendations, along with responsive, accurate land use policy, subdivision and development guidance for the local needs of the community;
- Preparing department briefing materials and responding to complex planning issues;
- Making public presentations to various bodies including Town Council, the Subdivision Development and Appeal Board, and other committees as assigned;
- Develop, improve and oversee the Town's Planning and Development Department, staff and Land Planning documents such as the Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plans, Land Use By-Law, and other relevant policies and processes;
- Leads and manages planning and land use studies for the Town with respect to neighborhoods, community, adjacent communities, provincial agencies, and private concerns;
- Represents the Town on Regional planning initiatives and issues expert advice regarding legislation;
- Keeps abreast with evolving trends in legislation, land development, public engagement and planning theory within the development industry;
- Investigation and analysis of community planning issues to address future growth requirements and to find solutions for contemporary planning problems;
- Senior Development Authority for the Town, ensuring applications meet the legislative requirements and municipal directives and policies;
- Negotiates, prepares, and administers Development Agreements and coordinates the review of municipal subdivision requirements;
- Develop and create awareness for and enforces the Town's Land Use Regulations
- Represents the Subdivision and Development Authority at the Subdivision and Development Appeal Board hearings as required.
- Researches and presents special projects, amendments to documents, regulations and policies for administration, Municipal Planning Commission and Council.
- Aids and provides information and resource material to internal departments, outside agencies and the public as required.
- Develops and maintains property related information, data, and process
- Management and coordination of consultants, contractors, and other Town staff for projects as they relate to urban design and enhancement strategies.
- Preparation of Referral for Proposals, tender documents, and compliance monitoring as it relates to planning and development.
- Manages P&D department budget and identifies budget requirements, works collaboratively with the Director.

Education and Experience:

- Accredited planning degree recognized by the Canadian planning profession with a related degree in urban or regional planning, and a minimum of six (6) years of progressively responsible and diversified experience in Municipal Planning;
- Five (5) years of management and/or supervisory experience in a senior planning capacity with a municipality;
- Alberta Professional Planners Institute (APPI) regulated member;
- Registered Professional Planner (RPP) designation;
- Strategic thinker, attention to detail and excellent analytical skills combined with interpersonal and communication (verbal and written) skills. Time management skills
- Identify and resolve problems relating to planning applications that may be unique and complex.
- Ability to read and understand technical drawings, Real Property Reports and site plans and perform mathematical calculations to independently determine compliance with bylaw requirements.
- Excellent customer service skills with the objective of balancing the needs of stakeholders with the interests of the municipality.
- Strong interpersonal Skills. Problem solving, negotiating and conflict resolution skills.
- Proven problem solving, negotiating and conflict resolution skills.
- Positive and approachable attitude complimented with a strong work ethic and ability to work on multiple files simultaneously.
 - Additional Requirements:
 1. RCMP Criminal Record Check
 2. Valid Class 5 Driver's License with current Drivers Abstract / RCMP Criminal Record Check
 3. Must have a high degree of personal initiative and self-motivation with good planning and organizational skills, as well as a high degree of integrity and professionalism.
 4. Attendance is required at night meetings, including Council meeting, Public Open Houses, Public Hearings, IDP meetings and any other planning and development meetings as applicable.

The hours of work are based on a 35-hour work week with the possibility of varying schedules to meet operational requirements.

The salary range for this Full Time out-of-scope position \$107,060.00 - \$120,567.00 and includes a competitive benefits package.

Please submit your application online via our applicant tracking system by July 30, 2021 4pm (Closing date Friday July 30, 2021)

<https://TownOfBlackfalds.scouterecruit.net/jobs/TOB29>