

Why work for the Town of Canmore?

Our team is professional, fun, dedicated, and passionate about our community, this work, and the endless opportunities to enjoy our magnificent Rocky Mountain environment. Our planning landscape provides rewarding challenges, and an opportunity to apply concepts that are not used in many other places worldwide. As an organization, the Town of Canmore exists to serve the community and visitors to Canmore and to support a sustainable future for all.

Are you looking for a leadership role that lets you make a real difference in people's lives? Do you have education and expertise in urban planning, leadership, and change management? Do you have the focus and discipline to drive complex projects to amazing outcomes? Look no further! This is an exciting time to join the Town of Canmore Planning & Development Team.

Position Overview

Canmore provides a landscape like no other, with challenges that are legislative, geographical, natural, human, and animal. As the Manager of planning and development, you will have the opportunity to engage with diverse and talented professionals in decision-making and lead a wide range of strategic planning & development initiatives throughout the organization and community.

This is the perfect job for an established leader with a collaborative work style, a high degree of political acumen, and an ability to foster change through relationships. The Manager of Planning & Development is responsible for leading and mentoring a dynamic team of planning and development staff, in alignment with an organizational culture that is oriented around personal and professional development, collaboration, openness, and service to the community.

Core Responsibilities

Reporting to the General Manager of Municipal Infrastructure, the Manager of Planning & Development will lead, mentor, and direct the Planning & Development department in alignment with the Town of Canmore ("Town") strategic vision, goals, and objectives. The Manager of Planning & Development is a respected subject matter expert and liaison with the council, administration, and external stakeholders. This role is responsible for strategic planning, leadership and delivery of all planning and development services in the community such as subdivision, development and building permitting processes, compliance with safety codes and inspection, long-term planning documents, and revisions to and enforcement of the land use bylaw.

Qualifications

- Degree in Land Use Planning or related field – *required*
- Membership in (or eligibility for membership in) the Canadian Institute of Planners – *required*
- Knowledge of local government or public sector practices and procedures – *required*
- Graduate degree and/or other certification in a related field, such as Planning, Leadership, or Public Administration – *preferred*
- Thorough knowledge of planning theories, legal principles, and best practices – *required*
- Effective communication, change management and collaborative project management skills – *required*
- Demonstrated success managing and resolving conflict – *required*

Experience

- Minimum of 10 years of progressively more responsible and varied planning experience – *required*
- Experience in leadership in a municipal setting, and/or working with a board of directors – *required*
- Demonstrated ability, interest, and experience in leading, motivating, developing, and mentoring staff – *required*
- Experience in municipal development application processing – *required*
- Thorough knowledge of planning theories, legal principles, and best practices – *required*
- Persuasive communication, change management and collaborative project management skills – *required*
- Demonstrated success managing and resolving conflict – *required*
- Organizational habits to understand, plan for and meet deadlines, while adapting to changing demands and priorities – *required*
- Advanced proficiency with Microsoft Office/365 applications (particularly Outlook, Teams, and SharePoint) – *required*
- Experience using workflow management software (i.e. Cityview, etc.)- *asset*

Salary & Benefits

- Salary Range- \$124,087.60 per year – \$130,985.40 per year
- Competitive Salary, benefits package, & personal wellness plan
- Generous RRSP matching plan
- EDO-Earned Day Off program
- Personal development & learning opportunities
- Positive work culture
- Work-Life Balance

Work Schedule: Typically, Monday to Friday 8 am-4:30 pm- flexibility provided. Scheduled hours may vary based on operational needs.

Posting Closing Date: Until filed

How to apply:

To apply, please visit the [job posting on our website](#), combine your cover letter and resume into a single document (PDF or Word) and click the "Apply Now" button below. To help us learn more about you, in your cover letter please clearly explain the following:

1. Why you want to be the Manager of Planning & Development for the Town of Canmore. Why live and work in Canmore?
2. What leadership skills and experience do you have that would make you a great leader-mentor for the team and our community?
3. What planning and development experience do you have that would help you to successfully navigate the complex issues of our unique mountain town?

Before beginning work, the successful candidate will be required to submit all required certifications and documentation, including driver's abstract, COVID-19 Vaccination record and criminal record check. The

Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

The Town of Canmore is an inclusive and equal-opportunity employer. All applicants will be considered for employment without attention to age, colour, race, gender, ancestry, ethnic origin, disability or sexual orientation. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, hr@canmore.ca