



EMPLOYMENT OPPORTUNITY

Job Title: Manager of Planning and Development Services (Full Time)
Department: Planning and Development Services
CLOSE DATE: January 24, 2025 at 4:30 PM **JOB POSTING #: 2025-02**

The City of Lacombe values its staff and believes that success and satisfaction are based upon quality service. Each employee shares in the overall responsibility for quality service and contributes a caring attitude with a commitment to excellence.

THE OPPORTUNITY:

The City of Lacombe is seeking a dynamic and experienced Manager of Planning & Development Services to join our team. Reporting to the Director of Community Services Division, you will oversee the daily operations of Planning and Development Services, ensuring top-tier service delivery while managing a dedicated team of professionals. In this key leadership role, you'll be responsible for planning, organizing, and coordinating departmental activities, driving community engagement, and ensuring compliance with all relevant regulations and policies. If you're ready to contribute to the growth and development of our vibrant community, foster a collaborative environment, and help shape the future of Lacombe, this is your chance to make a meaningful impact!

MINIMUM QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE REQUIRED

- An undergraduate degree in Urban Planning or Design, Geography or a related field
- One year of progressively responsible leadership / supervisory experience in the area of planning and development
- An equivalent combination of education and experience may be considered on a one-for-one basis except where statutory or unique requirements of the position dictate specific qualifications
- APPI Regulated members required
- Valid Drivers' License
- Superior knowledge of relevant provincial legislation and law (ie. MGA, Subdivision and Development Regulations, Historical Resources Act, Surveys Act, Land Titles procedures)
- Superior knowledge of development & planning best practices, architecture and urban design
- Basic knowledge of the Alberta Building Code and Safety Codes Act to oversee the Quality Management Plan and the City's Safety Codes services

Salary Range: \$4,278.75 – \$5,349.00 biweekly (based on a 37.5 hour work week) dependent on experience. The City offers a comprehensive benefit and pension program, and 3 weeks' vacation and 2 weeks' management supplement.

How to Apply:

Interested candidates please submit a resume on/or before **January 24, 2025 at 4:30 PM** quoting **Competition #2025-02** to:

People Services, City of Lacombe

5432 56 Avenue, Lacombe, AB T4L 1E9

Email: peopleservices@lacombe.ca

*We wish to thank all applicants for their interest and advise only those selected for interview will be contacted.
The City of Lacombe will conduct a Police Information check and require a Driver Abstract upon hiring.*

JOB DESCRIPTION

POSITION:	MANAGER OF PLANNING AND DEVELOPMENT SERVICES		
SALARY LEVEL:	BAND 3	REPORTS TO:	Director of Community Services Division
DEPARTMENT:	Planning and Development Services	EFFECTIVE DATE:	January 3, 2025

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GENERAL PURPOSE

Reporting to the Director of Community Services Division, the Manager of Planning & Development Services is responsible for overseeing the day-to-day operations of Planning and Development Services, ensuring the effective and efficient delivery of public services. The Manager is responsible for planning, organizing, and coordinating departmental activities, managing staff and ensuring compliance with relevant legislation, regulations and policies.

The Manager of Planning and Development Services plays a key role in enhancing community engagement, improving service delivery and contributing to the overall achievement of the City of Lacombe's goals and objectives by fostering a collaborative, respectful and fiscally responsible work environment.

This position provides leadership, direction and maintains overall responsibility for the quality and timely delivery of planning, subdivision, development, permits and safety code services.

MAJOR DUTIES

Activity A Leadership

- Provide overall supervision and section leadership for Planning and Development Services, including training, mentoring, recruiting, releasing and evaluating all subordinate Planning and Development staff.
- Provide peer support to other City Managers and participate in review of policies, procedures and new initiatives desired by the Corporate Leadership Team.
- Develop a positive and proactive customer service philosophy throughout the department.
- Seek out solutions to complex problems with conflicting priorities.

Activity B Department Activities



- Coordinate all planning projects, statutory and municipal plans, Land Use Bylaw, and Outline Plan reviews, updates/amendments.
- Provide direction and expertise in the maintenance of statutory plans including the land use bylaw ensuring that they are current, functional, effective, and in accordance with Council's dynamic strategic plan.
- Review and comment on all subdivision applications and development permits to ensure that they are designed in accordance with approved plans and oversee all decisions issued.
- Responsible for any contracts with consulting firms for specific planning projects. Acts as the City's Quality Management Plan (QMP) Manager for the Safety Codes Officers (SCOs) in building, electrical, plumbing, and gas disciplines and is responsible for ensuring that all construction is compliant with provincial legislation and codes.
- Confirm/review all department reports to our Contracted Inspection Agency, Assessor, Safety Codes Council and Statistics Canada and submitting activity and financial reports to internal and external clients.
- Responsible for developing the department work program and ensuring budget information is complete and maintain financial control over expenditures.

Activity C City Representative

- Provide advice, support and guidance to the Director and City Council.
- Liaise with other administration staff and serve on ad hoc interdepartmental project teams and Council committees as required. Represent the City on joint planning initiatives with Lacombe County and other municipalities on regional initiatives, and at provincial forums.
- Coordinate and provide comment on planning, development and Safety Codes Council and Alberta Building Code issues when required.

Activity D Health and Safety

- In conjunction with the CAO and the Director of Emergency Management, ensure department staff receive regular training through formal classes and exercises involving the City's emergency plan.
- Participate as required in the City's Emergency Management program.
- Maintain awareness of, comply with, and adhere to the City's Health & Safety Policies & Procedures, the OH&S Act and code by following rights and responsibilities as outlined in the Health and Safety Manual, comply with all safe work procedures and the OH&S program requirements; monitor and enforce subordinate compliance with the OH&S program.
- Hold regular meetings discussing operations and health & safety with staff through informal conversations and formal communication to direct and allocate resources effectively and efficiently.

Activity E Other

- Participate as required in the City's Emergency Management program.
- Participate as required in the City's Asset Management Program.
- Participate in City Committees appropriate to the role.
- Maintain excellent customer service with coworkers, customers, local stakeholders and the public.
- Foster a positive work culture and monitor the corporate culture evolution on a regular basis.
- Other related duties as assigned.

MINIMUM RECRUITMENT STANDARDS

- Bachelor's degree in Urban Planning or Design, Geography or a related field;
- One year of progressively responsible leadership / supervisory experience in the area of planning and development
- An equivalent combination of education and experience may be considered on a one-for-one basis except where statutory or unique requirements of the position dictate specific qualifications.

CERTIFICATIONS & DESIGNATIONS

- APPI Regulated members required.
- Valid Drivers' License

KNOWLEDGE, SKILLS AND ABILITIES

- Superior knowledge of relevant provincial legislation and law (ie. MGA, Subdivision and Development Regulations, Historical Resources Act, Surveys Act, Land Titles procedures)
- Superior knowledge of development & planning best practices, architecture and urban design
- Basic knowledge of the Alberta Building Code and Safety Codes Act to oversee the Quality Management Plan and the City's Safety Codes services
- Continue to develop knowledge on new ideas and concepts relevant to Planning & Development, identifying opportunities for implementation where appropriate
- Basic competency in Microsoft Office (Word, Excel,) required
- Basic competency in Sharepoint required
- Basic competency in ESRI ArcGIS required
- Superior facilitation and consensus building skills.
- Good time and project management skills, ability to prioritize, organize and delegate projects and tasks to meet the service delivery standards and targets, and defined expectations of Senior Management and Council

- Proven leadership and supervisory skills
- Exceptional customer service skills
- Excellent communication skills (oral, written and public presentation)
- Ability to negotiate terms of development agreements with developers
- Ability to demonstrate tact and diplomacy when resolving customer complaints
- Ability to effectively provide technical information and advice to all levels of employees in the department/organization, customers and stakeholders
- Ability to ensure a healthy and safe work environment for department staff
- Ability to make well-reasoned decisions and recommendations
- Ability to develop and manage operational budgets
- Ability to maintain constructive relationships with both internal and external stakeholders.
- Ability to represent the City and department in a professional, competent manner

Approved:



Director of Community Services

Manager of Planning and Development

Date:


