

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

MANAGER OF DEVELOPMENT AND PLANNING

The City of Corner Brook is currently accepting applications for the position of **Manager of Development and Planning**. This position will report directly to Director of Engineering, Development and Planning and is responsible for overseeing the daily activities of the development and planning division including the areas of municipal planning, recreation, development and inspection, sustainable development and the Civic Centre. The manager is responsible for ensuring that the division operates in an effective and efficient manner, while ensuring that the human resources management and budgetary needs of the department are met.

Reporting to the Director of Engineering, Development and Planning, the Manager will ensure that the day-to-day management and administration of the division is carried out in an effective and efficient manner. The Manager of Development and Planning will provide leadership and supervision to divisional supervisors and oversee the daily operations of personnel within the department. The Manager will also be responsible for maintaining the annual budget and assisting in budget preparation. Along with this, the Manager will prepare reports and make recommendations on ongoing issues, create and update policies and procedures to govern the division and prepare draft documentation for Council. The Manager of Development and Planning will attend meetings, including meetings of Council, in the absence of the Director. When required, the Manager will prepare tenders, RFP's, and associated similar documents for all sections within the department. In consultation with the other Managers/Supervisors within the Department, the Manager will identify and apply for all possible external funding sources for the division, including Provincial and Federal sources.

Qualifications: The successful candidate must have an undergraduate degree in a field related to Urban Planning Engineering, Architectural, urban geography, business, or public administration from a recognized post-secondary institution. The City of Corner Brook is looking for an individual with a minimum of 5 years of progressively advancing management experience, preferably in a municipal or union environment. The successful candidate must have experience and knowledge working in a municipal environment, particularly in one or more of the key areas within the division: city planning, development control, building inspection, sustainable development, regulation enforcement, or recreation. Along with this, the successful candidate must have exceptional decision making/problem solving, conflict management, organizational, as well as oral and written communication/interpersonal skills. Candidates must possess solid computer skills; have the ability to work effectively with elected officials, unionized and exempt staff, as well as community members.

CLASSIFICATION:	NON-UNION (35 hours per week)
SALARY (2016):	\$62,999.63 - \$84,000.29
COMPETITION NO:	2017-03
CLOSING DATE:	February 13th, 2017

Please submit résumés, **giving complete details of qualifications**, before 4:30 p.m. on February 13th, 2017, to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1. Fax # 709-637-1627; email hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

POSITION PROFILE

Manager of Development and Planning: City of Corner Brook

Position Overview

As a member of the management team, the Manager of Development and Planning reports to the Director of Engineering Development and Planning or his/her designate and is responsible for overseeing the daily activities of the division including the areas of planning, recreation, development and inspection, sustainable development and the Corner Brook Civic Centre. The Manager is responsible for ensuring that the division operates in an effective and efficient manner, while ensuring that the human resources management and budgetary needs of the department are met.

Responsibilities

- Reporting to the Director of Engineering, Development and Planning, ensuring that the day-to-day management and administration of the division is delivered in an effective and efficient manner
- Providing leadership and supervision to supervisors and overseeing the daily operations of personnel within the division.
- Overseeing the preparation, scheduling and implementation of planning and delivery of departmental services
- Supervising unionized staff involved in the administration of City By-laws
- Maintaining the annual budget and assisting in budget preparation
- Liaison with all levels of government, community members and other stakeholders with regard to direction and delivery of planning, recreation, development inspection and enforcement activities
- Providing the Director with regular updates and reports on the status of divisional activities and relationships
- Preparing reports and making recommendations on issues
- Creating and updating appropriate policies and procedures to govern the operation of the division including preparing draft documentation for Council
- Establishing and monitoring performance measures, implementing appropriate changes to address any deficiencies in consultation with the Director
- Ensuring that all divisional staff are appropriately recruited, trained and appraised and that all human resource management issues and concerns are addressed in an timely and procedurally correct manner
- Attending meetings, including meetings of Council, in the absence of the Director

- Ensuring that a professional, collaborative and learning culture is nurtured and maintained through the division
- When required, preparing tenders, RFP's, and associated similar documents for all sections within the department
- In consultation with other Managers/Supervisors within the Department, identifying and applying for all possible external funding sources for the division, including Provincial and Federal sources
- Other related duties and responsibilities as assigned by the Director or designate.

Key Success Factors

- Must have an undergraduate degree in a field related to Urban Planning, Engineering Architectural, business, or public administration from a recognized post-secondary institution
- Must have at least five (5) years of progressively advancing management experience preferably in a municipal or union environment
- Must have experience and knowledge working in a municipal environment particularly in one or more of the key areas within the Department: city planning, development control, building inspection, regulation enforcement, or recreation
- Must have exceptional decision making/problem solving, conflict management, organizational, as well as oral and written communications/interpersonal skills
- Must have solid computer skills
- Must be able to work effectively with elected officials, unionized and exempt staff, as well as community members
- Must have a good understanding of all key legislative and regulatory requirements that apply to the Department (municipal, provincial, and federal) and be able to ensure all legal and regulatory requirements are always met
- Excellent ability to multi-task and oversee complex planning processes
- Excellent ability to professionally represent the City and the community
- Flexible, committed and enthusiastic
- Must have a valid Newfoundland & Labrador Drivers License

Additional Considerations

- Normal City work hours are daily Monday to Friday (8:30a.m. – 4:30 p.m.)
- Incumbent may be expected to attend various meetings and functions outside of regular work hours without additional compensation unless otherwise stated in City policy

Last revised: December 2016