



DIRECTOR, COMMUNITY INFRASTRUCTURE AND DEVELOPMENT

(Exempt)

Job Description Under Review

Competition #: 60-COV-23

Closing Date: April 24, 2023

Annual Salary: \$148,656.40 - \$174,889.88

Reporting to the Chief Administrative Officer (CAO), this position is responsible for providing strategic leadership and direction to the Community Infrastructure and Development Division, which includes Planning (Current and Long Range), Subdivision Control, Building and Licensing, Engineering Development Services, Transportation, and Economic Development and Tourism.

Directors are expected to serve as an Ambassador of the City; professionally representing the City's interests and are responsible to perform targeted activities that deliver high quality results. This position carries the responsibility for programs, projects, and services that align with the achievement of Council's priorities and are results oriented, while utilizing all potential avenues for excellence in service.

Duties Include:

Strategic Leadership

- Assumes a leadership role in the development and delivery of Division goals and objectives to support the successful achievement of Council's Strategic Plan.
- Participates as a member of the Senior Management Team.
- Ability to write strategic plans and frameworks for Division departments that focus on the next five (5) to seven (7) years of corporate business and desired outcomes/objectives.

Divisional Responsibilities

- Directs the review, recommendation, approval, monitoring and regulatory enforcement process for all proposed land use developments, variance, zoning changes and building, to ensure conformity with City goals, building and environmental regulations.
- Directs the evaluation of land use and growth needs of the community within a regional context and develop and recommends short and long term plans.
- Leads the development of the Vernon Growth Study and Servicing Plan.

- Leads the City's participation in the development of growth strategies, studies and plans, including the Official Community Plan and participates and coordinates the City's involvement in and assessment of regional land use.
- Directs the approval and inspection process for building construction and renovation.
- Liaises with RCMP relative to the enforcement and administration of municipal bylaws and related regulations in a consistent and fair manner.
- Reviews, recommends revision to or establishment of new policies, procedures and bylaws which support the functions of the Division.
- Enhances the quality and timeliness of development related services to Council, developers and the Community through the enveloped services of the Division.
- Ensures divisional focus on compliance with Environmental regulations and obligations.

Manages the business affairs of the Division:

- Reviews, develops and recommends new and revised sectional procedures to respond to changing needs and/or achieve improvements, efficiencies, cost savings and revenue generation.
- Directs grant applications related to the Division.
- Recommends and implements Division Goals that support Council's Corporate Goals and Objectives and the Corporate Strategic Plan.
- Develops annual achievement plan in conjunction with staff members, provides feedback and coaching to staff, and identifies areas for development.
- Reviews and provides recommendations to the CAO on staff complement and organization structure and assists the CAO in ongoing succession planning.
- Administers the C.U.P.E. collective agreement as required and acts on behalf of the City in Labour Relations issues as well as recommendations for collective bargaining proposals.
- Ensures awareness and compliance with corporate policies and procedures.
- Ensures compliance with the WorkSafe BC Regulations and corporate policies and procedures for Occupational Health and Safety and that threats, hazards and injuries are minimized.
- Develops the Divisional budget and is accountable for financial results within budget allocations.
- Develops and implements the Division's Business Plan.
- Ensures risk management and liability exposures are addressed and monitored.
- Develops reports and recommendations to Council and attends Council meetings as required to present information relative to the Division projects.
- Oversees Committees of Council, and attends public hearings and other public meetings as a resource and/or representative of the City.
- This position may perform a role in support of the Emergency Operation Centre, as assigned by the City, for the assistance and coordination of the Emergency Operating Plan.
- Performs other duties as required.

- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Masters Degree in Urban Planning, or related field.
- Professional Planner – MCIP.
- Minimum ten (10) years of progressively advanced roles in municipal or private sector planning, including at least five (5) years at the senior level, preferably in a unionized public sector setting.
- Valid Class 5 BC drivers' license.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of current municipal planning principles and municipal legislation.
- Extensive knowledge and background in contract management.
- Demonstrated ability to analyze and interpret legislation and legal opinions, research, report preparation, and writing complex documents and correspondence.
- A strategic thinker who can operationalize abstract or vague direction into action.
- Well developed knowledge of capital and operating budget preparation (long and short term).
- Exceptional relationship building skills and an ability to quickly establish credibility, trust and presence with key stakeholders including all levels of government, support agencies and internal partners including elected officials. This includes: proven interpersonal and communication skills, both oral and written, to deal effectively with elected officials, external stakeholders, the public and all levels of the organization.
- Strong interpersonal and communication skills with a commitment to team work and customer service.
- Strong PC/technology skills and aptitude and familiarity with Microsoft Excel, Word, PowerPoint, Access, and Project.
- A passion for growing, developing and empowering staff and proven ability to apply modern and progressive performance management and performance leadership approaches such as coaching and mentoring.
- Leads with integrity and expects the same of others.
- A natural collaborator with exceptional internal and external customer service skills.
- Ability to work effectively under pressure, with changing priorities, deadlines, and to readily adapt to change.
- Excellent interviewing, investigative, analytical, and problem-solving abilities.
- Proven ability to research subject matter and to provide recommendations to ensure an effective and efficient local government service.
- Ability to handle sensitive and confidential information appropriately.
- Demonstrated experience in strategy development and implementation.
- Strong initiative with a keen desire to generate results.

Preferred Education and Experience:

- Experience within municipalities similar, or greater, in size to Vernon or large private sector firm.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!