



## ***MANAGER, CURRENT PLANNING/DEPUTY APPROVING OFFICER (Exempt)***

**Competition #:** 116-COV-22

**Closing Date:** August 14, 2022

If you've heard of the Okanagan, you know how beautiful it is. Four seasons, year-round outdoor adventure and a rich agricultural bounty are just some of our charms. The City of Vernon is seeking a highly motivated and experienced professional to join the Community Infrastructure and Development Services team. Vernon is a growing, evolving city and our team is dedicated to making it the greatest place in the world. If you are skilled, talented and want to make a difference, we want to hear from you.

Reporting to the Director, Community Infrastructure and Development Services, the Manager, Current Planning/Deputy Approving Officer is responsible for the provision of all current planning and subdivision services.

### **Duties Include:**

- Responsible for the processing of all land use applications.
- Is the City's designated Deputy Approving Officer.
- Prepares and issues subdivision Preliminary Layout Review letters, Development Permits and Tree Cutting/Removal Permits.
- Coordinates the preparation and execution of Restrictive Covenants, Statutory Rights-of-Way, Easements and Development Agreements related to zoning and subdivision matters.
- Supervises the Planning Assistants and evaluates work performed and provides guidance and planning expertise.
- Participates in the development of administrative and technical systems, methods, and procedures utilized in the Community Infrastructure and Development Services Division.
- Responsible for the development, administration and periodic review of the Zoning Bylaw and related regulations/policies.
- Writes reports, bylaws and studies related to planning, land use, development and subdivision matters.
- Responds to enquiries and correspondence from the general public, other City departments, consultants, developers and various other groups concerning matters of policy, bylaws and plans governing growth, development and land use control in the City of Vernon.
- Assumes a leadership role in the development and delivery of Divisional goals and objectives to support the attainment of Council's vision and strategic plan.

- Ensures a high level of customer service within the Current Planning Department.
- Assists the Director in the preparation of the annual division budget, and is responsible for the preparation and administration of the departmental budget.
- Acts as the Division's representative on such committees as the Advisory Planning Committee and Affordable Housing Advisory Committee.
- Periodically performs the duties of the Director, as required.
- Oversees reviews of Building Permit applications and Business License applications for compliance with the Zoning Bylaw, Official Community Plan, Development Cost Charge Bylaw and any Council planning/land use policy/other governing such application.
- Coordinates public hearings and information meetings.
- Carries out on-site inspections relating to assigned projects.
- Issues road names and civic addresses.
- Prepares development guidelines and information materials.
- Shall perform related work and 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.
- This position may perform the role of Planning Function as assigned by the City, for the assistance and coordination of the Emergency Operation Centre.

**Required Education and Experience:**

- Thorough knowledge of the principles, practices, methods, techniques and objectives of urban planning evidenced by completion of a Master's Degree in Urban Planning or related field.
- 7 – 10 years progressively responsible planning experience.
- Eligible for membership in the Canadian Institute of Planners.
- BC Class 5 Driver's Licence.

**Required Knowledge, Skills and Abilities:**

- Thorough knowledge of the methodologies utilized in the preparation of Official Community Plans, Zoning Bylaws and land use plans and studies, including accepted statistical and research techniques.
- Thorough knowledge of local government, provincial, and federal planning legislation and regulatory requirements.
- Considerable knowledge of engineering, transportation, economics and municipal finances, as applied to urban planning.
- Strong interpersonal and communication skills with a commitment to teamwork and customer service.
- Strong leadership and supervisory skills.
- Computer and related software, general office equipment.

**Conditions of Employment:**

- As a fundamental term and condition of employment with the City of Vernon, candidates will be required to provide proof of full vaccination against COVID-19.

**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](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

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!