

Municipality of Yarmouth

Job description

<u>Position Title:</u>	Director of Planning and Development Services
<u>Designation:</u>	Full time permanent, 6 month probation period
<u>Reports to:</u>	Chief Administrative Officer
<u>Direct reports:</u>	4.5
<u>Hours of Work:</u>	Four days per week, 8:00 – 5:00, attendance at some evenings meetings required
<u>Salary Range:</u>	\$85,000 – 105,000

Job Summary: As a member of the Municipality's management team, the Director of Planning and Development Services is responsible for the strategic leadership, planning and day-to-day operations of the Planning and Development department. As the Municipality's planner they will be primarily responsible for the development and amendment of planning documents that will guide and regulate development activities in the Municipality, and identify how land use policies may affect the overall direction of growth and development in the Municipality.

Health and Safety is everybody's responsibility. The Municipality of Yarmouth values the safety of its employees and therefore requires all employees to follow safety protocols in the Joint Occupational Health and Safety program. Employees may serve on the Joint Occupational Health and Safety Committee.

As employees of MODY we are collectively responsible for providing a work environment that is free of workplace violence and harassment; where individuals are treated with dignity and respect; and that is safe. Maintaining a safe, respectful, professional and harassment-free workplace is everyone's responsibility. Policies guide our standards and expectations in these areas as we fulfill the duties of our positions.

Specific duties and responsibilities:

A. Director

- Participate in the Municipality's staff leadership team
- Support, coach, and manage department staff
- Ensure all municipal by-laws and policies are followed
- Set a culture of collaboration and respect within the Department
- Participate in the development and implementation of Council's Strategic Plan
- Recommend and manage departmental budget
- Provide reports on Department Activities as required by the CAO
- Keep up to date on trends, policy and legislative developments in Nova Scotia impacting Planning Services

B. Municipal Planner

- Administer, and make strategic recommendations on amendments to, the Municipality's Municipal Planning Strategy, Land Use By-Law, and Subdivision By-Law
- Conduct research, prepare reports and make recommendations to CAO and council on land use planning and other related matters
- Represent the Municipality on planning and development issues with outside departments and agencies
- Process planning applications and prepare staff reports for presentation to the Municipal Planning Advisory Committee and Municipal Council for map and/or text amendments to the Municipal Land Use By-law and development agreements
- Organize and host public information meetings to present key planning goals, objectives, policies and information on planning applications, engaging with residents for the purpose of collecting feedback on applications and projects
- Research and evaluate the implications of new and updated planning policies regarding the overall planning objectives of the Municipality
- Lead, support or participate in the development and/or review of new planning documents, bylaws, policies and procedures as may be required
- Conduct studies and analysis of land use and related issues within the Municipality and advise the Planning Advisory Committee and Council of required changes to the Municipality's planning documents as appropriate
- Attend Planning Advisory Committee; Committee of the Whole, Council or other meetings as directed by the CAO

C. General

- Participate in job specific and organizational specific training as required
- Other duties as assigned by the CAO

Working environment:

- Working at a desk
- Working with computers
- Travel
- Service delivery on construction sites, individual homes and businesses
- Collaborative work teams

Qualifications:

- Degree or diploma in planning or related field
- Equivalent combination of education and experience will be considered
- The preferred applicant will be a member of the Canadian Institute of Planners (CIP), or eligible for membership
- Eligible to become a Licensed Professional Planner in Nova Scotia
- Experience in a municipal setting preferred
- Must possess well developed interpersonal, public relations, presentation and technical writing skills
- Experience mentoring, coaching and supervising staff essential
- Must have strong problem-solving skills
- Must be able to interpret planning and development legislation by-laws and the Municipal Government Act
- Excellent ability to read and interpret site plans, survey plans and building construction concepts

- Proficient in the use of technology
- Political acuity; understanding of the municipal political process
- Excellent interpersonal and communication skills (written and oral)
- Must possess and maintain a valid Nova Scotia driver's license

I have read and understood the above job description and I am capable of performing these duties and responsibilities. I understand that this job description is meant as a general guide and not meant to include every duty or responsibility that I am asked to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee name

Signature

Date