
With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

DEVELOPMENT SERVICES SUPERVISOR

The City of Campbell River is seeking a full-time **Development Services Supervisor**.

As part of an integrated development services team, you will be working in a fast-paced and customer service oriented environment. Reporting to the Development Services Manager, you will oversee the effective operation of the development services planning function, while providing leadership and managing the development planning staff. Working in close collaboration with other departments as well as external stakeholders, the Development Services Supervisor will oversee development planning as well as development and permit applications and servicing.

In addition to an undergraduate degree in Urban Planning or a related field, you will also possess:

- Registration as a Professional Planner (RPP) with the Planning Institute of BC
- Minimum five (5) years progressive experience in development planning.
- Minimum three (3) years progressive supervisory experience.
- Supervisory/Leadership training

This **exempt position** offers a competitive salary, commensurate with qualifications and experience, as well as, an attractive benefit and vacation package.

Please see the attached detailed job description for additional information on this position and the full list of necessary qualifications.

Please include verification of your education and certifications with your application.

This posting closes at 4:30 pm on Friday, March 16, 2018.

Please send your resume with covering letter, quoting **Competition EXT-18-21** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.

DEVELOPMENT SERVICES SUPERVISOR

Approval Date: February 2018	Department: Development Services
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE
	<input checked="" type="checkbox"/> Management
Title of Management Supervisor:	Development Services Manager

General Accountability:

Purpose and Scope

The Development Services Supervisor, under the direction of the Development Services Manager, is responsible for overseeing the effective operation of the Development Planning function, while providing leadership and managing the Development Planning staff. The position is responsible for the development and implementation of a comprehensive, coordinated, customer service-focused work program in support of development services within the community, to meet departmental goals and objectives. Working in close collaboration with other departments as well as external stakeholders, the Development Services Supervisor will oversee development planning as well as development and permit applications and servicing.

Nature and Scope of Work

- Manage the delivery of development planning functions including the processing of all development applications including zoning and OCP amendments, temporary use permits, board of variance, development permits and variance permits.
- Lead and manage Development planning staff, including hiring, conducting probationary period and performance evaluations, identifying training needs, implementing performance improvement measures including issuing discipline where appropriate, and making recommendations for termination in consultation with the Human Resources department;
- Direct and supervise the activities of the Development Planning staff, establish work priorities, and set goals and objectives, ensuring quality and service standards are met;
- Facilitate learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and certification requirements are met;
- Act as the liaison to the Board of Variance
- Assist the Development Services Manager in the formulation of departmental budgets, determination of appropriate staffing requirements/levels, and the development of succession plans for staff;
- Manage operations within the approved budget limits and in compliance with City bylaws, policies and procedures;
- Develop, implement and monitor comprehensive operational and customer service delivery programs and standards for the development services function in accordance with established standards and best management practices;
- Continually assess development services operations, processes and procedures to ensure the department is meeting best practices including service fees/levels, along with compliance with regulatory and policy requirements;
- Assist with developing, reviewing, maintaining and appropriately implementing various development services bylaws including: Sign Bylaw, Environmental Protection Bylaw, Official Community Plan, Zoning Bylaw, Building Bylaw, Planning Procedure Bylaw, Subdivision and Development Servicing Bylaw and Development Cost Charge Bylaw;
- Draft reports and provide advice to senior management and Council with respect to development planning functions;

- Identify regulatory, policy or procedural deficiencies, gaps or conflicts within the development planning function and develop solutions/improvements as needed;
- Provide guidance to departmental staff in mediating and finding constructive solutions to development planning issues, requests, complaints or claims;
- Support the Development Services Manager in the development and implementation of strategic initiatives and policies for the development services functions;
- Act as the lead for all urban design review and program delivery for the City
- Ensure full departmental compliance with all relevant federal, provincial and City regulations, standards, guidelines and policies;
- Develop, promote and maintain co-operative and effective cross-jurisdictional working relationships with other departmental staff, consultants, contractors, builders, developers, businesses, utility companies, federal, provincial and local government agencies and the general public;
- Provide formal departmental representation in various settings as required including Council, committees, commissions, builders & developers forums, and working groups;
- Prepare an annual development planning report in accordance with City standards;
- Be prepared to act as Deputy Approving Officer;
- Remain current with general trends and developments in development planning;
- Promote a safe work place – ensure all established safety procedures are followed.

Necessary Qualifications

Technical Knowledge/Skills:

- Considerable knowledge of advanced urban design principles, land development processes and techniques, and current and evolving development market conditions.
- Thorough knowledge of relevant federal, provincial and municipal statutes, regulations and bylaws.
- Working knowledge of best administrative principles and practices.
- Working knowledge of WorkSafe BC regulations and safe work procedures.
- Working knowledge of the Collective Agreement and the City's Labour Relations Principles
- Working knowledge of budget formulation and maintenance processes.
- Proficient with all aspects of MS Office Suite and with Development Services software relevant to the role.

Key Competencies:

Key Competency	Job Specific Requirements
Collaboration and Negotiation	Able to work collaboratively across departments and with external agencies/groups to ensure ideas, proposals and solutions of all stakeholders are considered. Able to influence, persuade and gain the cooperation of others.
Communication	Excellent interpersonal, oral and written communication skills.
Conflict Management	Able to resolve conflict with a professional manner and calm demeanour, and to deal effectively with the public, staff, elected officials, and external agencies.
Decision Making and Problem Solving	Advanced analytical, problem solving and decision making skills.
Leadership	Able to encourage, inspire and support others to deliver. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Managing Performance	Excellent performance management and employee relations skills.
Networking and Relationship Building	Able to establish effective, respectful and cooperative relationships and build credibility at all levels with internal and external stakeholders. Seeks opportunities to enhance outcomes through networking and building partnerships.

Planning and Organizing	Strong planning, organization and project management skills. Able to meet deadlines, multi-task and manage time effectively, while delivering high quality results.
Professionalism	Exemplifies ethical practices, professionalism, and personal integrity in performance of duties. Able to carry out decisions in an impartial, transparent and non-partisan manner.
Teamwork	Works effectively as both a team leader and team member, promoting team cohesion, inclusion and collaboration.
Service Orientation	Exceptional customer service skills and focus.

Education/Training/Certification:

- Undergraduate degree in Urban Planning or related field.
- Full membership in the Planning Institute of BC (PIBC).
- Registered Planning Professional Designation (RPP).
- Supervisory/Leadership skills training.
- Must possess and maintain a valid BC driver’s licence and produce and maintain a clean driver’s abstract, as per City policy.

Experience:

- Minimum five (5) years progressive experience in development planning.
- Minimum three (3) years progressive supervisory experience.

Preferred Criteria

- Post graduate degree in urban planning or related field.
- Local government administration training

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____