

TOWN OF VIEW ROYAL

JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT SERVICES

Nature and Scope:

Under the direction of the Chief Administrative Officer, the Director of Development Services is a senior administrative manager, responsible for providing leadership and direction in the areas of planning and building inspection. The Director of Development Services is generally responsible for all aspects of long-range planning, development applications and agreements, and subdivision approvals.

Duties and Responsibilities:

The Director of Development Services:

1. Directs the administration and operation of all planning, building inspection, and contracted resources including the development of departmental work plans;
2. Prepares, monitors, and manages the department budget for the Development Services Department;
3. Provides professional and technical advice to the Chief Administrative Officer, Council, staff and other departments;
4. Provides strategic planning and direction in the areas of development, sustainable growth management and building inspection;
5. Processes applications for development and subdivision in collaboration with other departments;
6. Provides input and assistance to the Engineering Department in relation to development services and servicing agreements;
7. Acts as the primary architect of the Town's long-range Official Community Plan, taking into account such factors as sustainable and responsible growth, quality of life, stewardship of the environment, climate action, protection of natural and heritage resources, and the economic health of the community;
8. Manages the participation of Development Services at meetings of Council, Committees, Board of Variance and Public Hearings, and any other meeting as may be required;
9. Oversees the implementation of strategic projects, initiatives, priorities and plans relating to the department's functions;
10. Meets regularly with direct reports to establish annual work performance objectives for staff and holds accountable for results;
11. Promotes communication and approaches to engage the general public on matters related to Development Services activities;
12. Represents the Provincial Government interest as the Approving Officer;

13. Collaborates effectively with staff from other departments on cross departmental matters and corporate initiatives;
14. Encourages economic development through engagement of the development community highlighting and promoting opportunities in View Royal;
15. Provides strategic advice and direction on the development review process.

Required Knowledge, Skills, and Abilities:

1. An excellent working knowledge of statutes, laws, regulations and precedents relating to local government planning, land use, development, and subdivision;
2. Strong working knowledge of the BC Building Construction and Inspection process;
3. Excellent leadership, management and communication skills;
4. Exceptional interpersonal skills and strong analytical capabilities that will provide representation and advice on various technical regional and government committees;
5. Ability to establish and maintain effective working relationships with municipal contacts, other levels of government, regulatory agencies, the general public and the development community;
6. Ability to initiate, develop and implement policies, plans and reports for the Department;
7. Politically sensitive with a strong understanding and keen sense of emerging issues and their potential impact on local government strategies;
8. Excellent presentation skills conveying information and ideas in an honest, confident, clear and forthright manner;
9. Ability to prepare clear and concise reports suitable for the intended audience.

Required Experience and Qualifications:

1. University degree in Planning, Urban Studies, Geography preferably with a post graduate degree in planning or a related discipline;
2. Minimum of 10 years local government experience, including progressively more responsible management and supervisory experience;
3. Experience presenting to and interacting with an elected Council or Board;
4. Membership in the Canadian Institute of Planners (CIP) and the Planning Institute of British Columbia (PIBC).

Kim Anema
Chief Administrative Officer