

## MUNICIPALITY OF THE COUNTY OF CUMBERLAND

### Position Description

#### **Director of Development and Planning**

##### **Overview**

Under the leadership of the Chief Administrative Officer, the Director of Development and Planning will be responsible for the overall administration of development and planning services within Municipality of the County of Cumberland. This includes regulatory compliance and organizational priorities related to municipal planning, building permits and inspections, economic development, GIS services, and climate change.

This is a new position within the Municipality, within a newly created Department. As such, the Director has the exciting opportunity to build and shape the future of the Department.

The Director will develop a staff team that is customer service and results oriented, highly motivated, engaged, and supportive of a healthy and safe work environment. A key member of the senior management team, the Director will work with the CAO and other senior managers in a cooperative and collaborative manner.

The Director of Development and Planning reports to the Chief Administrative Officer.

##### **Job Duties and Responsibilities**

- Oversee the implementation, review and revisions to municipal development and planning documents including the Municipal Planning Strategy, the Land Use By-Law, and the Building By-law.
- Act as the principal advisor to the CAO on all development and planning matters;
- Participate as a member of the senior management team and work co-operatively to support strategic initiatives of the Municipality;
- Provide human resource management for department staff, including supervision, coaching, development and performance management;
- Establish and maintain a working environment which promotes positive morale and teamwork;
- Develop and maintain positive collaborative relationships with Council, employees, residents, community partners and government bodies;

- Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Department;
- Support the compilation, monitoring and reporting on the Department’s budget;
- Identify service delivery projects and priorities within the Department;
- Review, develop, and implement policies, practices and standards for the effective delivery of services by the Department;

**Qualifications**

Preference will be given to candidates with a Degree in Planning or Community Design, and a member of the Canadian Institute of Planners (MCIP), or an equivalent combination of education and experience in development and planning.

Additional demonstrated experience in building services, economic development, or GIS services would be considered assets. Previous experience in the public sector is preferred.

Candidates require exceptional conflict management, decision making, leadership, analytical, planning, organizational, and coaching skills as well as strong oral and written communication skills.

Proficient in using Microsoft Office Suite, email & internet, and the ability to learn new technology is required.

**Terms and Conditions of Employment**

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality’s Personnel Policy should be referred to for additional information regarding conditions of employment.

Driver’s license valid in Nova Scotia.

Criminal Record Check.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$92,000	\$95,500	\$99,000	\$102,500	\$106,000	\$109,500	\$113,000	\$116,500	\$120,000