

Job Vacancy

Position: Director of Planning
Job Posting: 032-043-2022
Department: CDES
Division: Planning
Status: Full Time

Wage Range: \$119,725 – \$142,541
Job Class: 9
Shifts: 35 hours/week
Posted: May 17, 2022
Closes: June 7, 2022, 4:30pm

Purpose:

- Direct the operation of the Planning Division.
- Establish planning policies and programs.
- Advise City Council on planning matters including the management and facilitation of community development from a land use perspective.

Primary Duties and Accountabilities include, but are not limited to:

- Determine and implement the Planning Division overall work plan.
- Assign projects to staff, determine priorities and ensure quality.
- Ensure development applications to the Division are considered, on a timely basis.
- Supervise preparation of the Division budget; monitor expenditures.
- Perform Planning in accordance with government legislation, policies and programs.
- Ensure Official Plan policies, Zoning By-law regulations and other land use related matters are developed in consultation with municipal departments, other public agencies and the general public.
- Provide expertise into planning issues as required by both public and private interests.
- Collaborate with various internal and external stakeholders to facilitate community development projects; including Council, City Divisions, private sector and non-profit groups.
- Responsible for staff recommendations to Council on planning matters; ensure all necessary information to assist with making decisions.
- Accountable for delegated approvals; e.g. subdivision agreements, condominium agreements, site plan approvals, etc.
- Municipal staff person responsible for coordinating the City's involvement with selected community development initiatives.
- Manage the Accessibility Coordinator position and related activities.
- Responsible for the development, financing and implementation of selected major city initiatives.
- Attend City Council and other meetings, as required.
- Manage employees in accordance with City policy and applicable collective agreements inclusive of ensuring satisfactory work performance, maintaining acceptable conduct and taking appropriate disciplinary action.
- Maintain a thorough working knowledge of the City's Health and Safety policies and procedures.
- Perform other related duties as required.

Qualifications:

- University Degree, in a related field; e.g. Urban and Regional Planning, Environmental Studies, etc., postgraduate level preferred.
- Accreditation as a Registered Professional Planner (RPP) in the province of Ontario.
- Ten years of progressive managerial/supervisor responsibility; preferably in a municipal planning environment.
- Comprehensive understanding of municipal planning issues and provincial policies; e.g. Ontario Land Tribunal.
- Excellent knowledge and understanding, with the ability to interpret, the Ontario Planning Act and Provincial Policy Statement.
- Valid class 'G' driver's license.
- Computer literacy with software programs, and Microsoft experience in Excel, Word and Outlook.
- Communicate in an effective and tactful manner with various levels of staff, Council and public.
- Excellent interpersonal skills, with the ability to communicate effectively both verbally and in writing with a range of stakeholders on a variety of issues.
- Organize time and tasks successfully.
- Ability in decision-making, negotiation, and problem-solving.
- Knowledge of data analysis and reporting.
- Excellent organizational and leadership skills.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 032-043-2022 Director of Planning

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.