

# Manager of Community Planning and Development

Posting Date:	September 6, 2023
Application Deadline:	Posting will Remain Open until Position is Filled
How to Apply:	Online at <a href="http://whitecity.ca">whitecity.ca</a>
Job Status:	Full-Time Permanent

The Town of White City is currently hiring a Manager of Community Planning and Development. This exciting opportunity will be an integral part of White City's Senior Leadership Team and in leading White City through our next stages of growth.

White City's story began in 1959 as a tiny hamlet of people who dreamt of something better. Today we're one of the fastest-growing communities in Canada, staying true to that dream while we come up with bigger ones. White City is a vibrant and growing town that attracts people looking to experience small-town charm and community without sacrificing amenities and accessibility to the city.

Residents can experience a unique blend of country living in a growing and inclusive community, with a vision of being a city with an innovative attitude, driven by residents, businesses and leaders who are creative and engaged. With a recent study projecting a population boom of over the next 25 years, preserving the prairie peace we treasure while welcoming new faces, businesses, and amenities is something we want to get right!

Employees of the Town can expect an organization that values employee work/life balance and the opportunity to grow professionally and personally while being supported with a competitive salary, benefits, holidays, pension, paid sick time and a hybrid in-person/virtual work environment.

The Manager of Community Planning and Development will have the opportunity to be a key player in growth and the right candidate will be able to dive right in with the development of the Town Centre. From the moment we adopted the Town Centre Neighbourhood Plan, our gears have been in constant motion. Collaborating closely with the development community, we've been crafting a Town Centre that mirrors both the immediate and future needs of our vibrant community.



# Manager of Community Planning and Development

## Position Summary

The Manager of Community Planning and Development is responsible for delivering a variety of municipal planning services, including but not limited to, analyzing, examining, and making recommendations to the Municipal Council on subjects related to planning bylaws, subdivision applications, neighborhood plans, servicing agreements, boundary alteration, municipal services, and other planning related issues.

The Manager of Community Planning and Development is responsible for a timely, effective, and correct assessment of land use, planning, subdivision, and development proposals; and attending or participating in meetings to represent municipal, planning and community development interests.

This role works directly with developers, surveyors, stakeholders, government agencies and the general public to promote and enable sustainable community development through the implementation of the current and long-range planning programs. The outcome of the work of the Manager of Community Planning and Development directly affects individuals, developers, and growth and development of White City and other municipalities in the region.

### **Term & Compensation:**

The Town offers competitive salaries, benefits and a comprehensive defined-benefit pension plan.

Hours of Work: 40 hours per week with Earned Day Off every three weeks.

Employment Term: Permanent Full-Time

Starting Salary Range: Starting salary for this position is \$105,000 to \$120,000 and is subject to negotiation based on experience.

The Town of White City also provides the following benefits:

- Flexible Work Arrangements: Variety of options to adjust working hours, part-time work from home or four-day work weeks.
- Professional Development: Annual group professional development and annual individual professional development budget to advance your skills.
- Statutory Holidays: In addition to the ten legislated statutory holidays, the Town of White City observes two additional paid statutory holidays.
- Vacation: Standard three-weeks vacation. Additional vacation time may be subject to negotiation.
- Banked Time: Opportunity to bank overtime to use at a later date.
- Earned Day Off: Paid earned day off every three weeks.

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## Key Duties & Responsibilities

- General planning and municipal development services including development reviews and analysis, urban design, growth projections, policy reviews, development approvals and general communication.
- Provision of planning advice, presentations to Council, responding to citizen concerns, liaising with other agencies and long-range policy planning.
- Community engagement, and communication on significant planning issues and projects.
- Project management, coordination, and inter-department support.
- GIS management, mapping, review, design, support, and communication.
- Liaison between Advisory Committees and Council.
- Support the onboarding of new Council members, committee members and administration.

## Required Knowledge, Skills & Abilities

- Planning background research, planning policy research, education, communication.
- Knowledge of planning policy and regulations in Saskatchewan, professional community planning principles, legislation, and processes as they relate to the preparation and review of land use plans.
- Strong skills with facilitation, mediation, and negotiation techniques.
- Knowledge of economic, geographic, cultural, and social issues and trends related to planning and development.
- Strong project management skills.
- Strong asset management skills.
- Able to interpret and effectively manage multiple and competing priorities and deadlines.
- Proven ability to organize, evaluate, communicate, and present information, both verbally and written.
- Effective communication skills with individuals at all levels of the organization.
- Advanced written and verbal communication.
- Ample experience in computer program and software skills, including Microsoft Office, GIS software, modelling software, etc.

## Education & Experience

- University degree in urban and/or rural planning or a related discipline.
- Membership with CIP/SPPI.
- More than 6 years of direct work experience in a management capacity in a policy, planning, or research position.