



MANAGER OF PLANNING

The City of Port Alberni is a community of over 18,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently looking for a **Manager of Planning** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position will report to the Director of Development Services.

Responsibilities:

This position is responsible for specialized technical, administrative and supervisory work including:

- Overseeing and directing the work of planning staff
- Managing the City's land use planning process including processing applications and preparing required reports and bylaw amendments
- Liaising with developers regarding the City's land development processes
- Acting as the Deputy Approving Officer for the City under the Land Title Act
- Assisting in the development of annual department operating budgets
- Advising the Director of Development Services, CAO, other City departments, City Council, developers and the general public on planning policies, regulations and procedures
- Providing planning information and recommendations to the City's Advisory Planning Commission

Qualifications & Experience:

- Completion of a Bachelor or Master's degree in planning, along with a minimum of eight years' related experience, including experience in public administration and supervision. Experience in an Approving Officer capacity would be an asset. An equivalent combination of education and experience may be considered.
- Thorough knowledge of planning principles, legislation and practise, real estate and land development principles, and other relevant municipal legislation and law.
- Strong interpersonal, communication and leadership skills.
- Ability and desire to work in a collaborative manner with a wide range of stakeholders.
- Current membership, or eligibility for membership, in the Canadian Institute of Planners.
- Valid BC Class 5 driver's license.

This is an exempt position. A competitive salary is offered in addition to a comprehensive benefit package. Qualified individuals may apply by forwarding a resume and cover letter by 4:30 pm on May 26, 2023:

Attention: Human Resources

By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

