



Town of
Portugal Cove-St. Philip's

Employment Opportunity

<u>Position Title:</u>	Director of Planning
<u>Classification:</u>	Management
<u>Department:</u>	Planning and Development
<u>Status:</u>	Non-unionized, Full Time Permanent

We are seeking an enthusiastic, enterprising and experienced leader who is committed to team work and positive engagement with the community. If you are anxious to exercise your superior management skills and build an amenable relationship with residents, we want you to join our management team as Director of Planning.

The ideal candidate will have a bachelor's degree in Planning with significant leadership experience, preferably in a public service environment. A minimum of five (5) years successful and practical experience as a land use planner as well as eligibility for membership in the Atlantic Planners Institute and Canadian Institute of Planners is required. Municipal background is a clear asset.

The Town of Portugal Cove - St. Philips is an equal opportunity employer.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of land use planning and regulations development and implementation;
- Superior interpersonal and communications skills;
- Ability to make informed decisions and exercise initiative and independent judgment in managing the work of the division;
- Ability to plan, assign, direct and coordinate the work of skilled and unskilled trades workers and contractors;
- Ability to mentor and motivate team members;
- Proficiency in computer applications including word processing, spreadsheet and geographic information systems, and the ability to synthesize data and prepare reports;

- Ability to develop budgets and identify capital requirements;
- Strong communication and organizational skills;
- Ability to work collaboratively with municipal officials and employees, other levels of government and residents, in a professional manner;
- High standards of professional ethics and the ability to maintain confidentiality of sensitive information.

PHYSICAL REQUIREMENTS:

- Combination of office and field work environment;
- In-field work related to inspections and oversight of projects with exposure to inclement weather conditions, outdoor construction environments, vehicular traffic, toxic/caustic substances, fumes and odours;
- Exposure to chemicals, live sewer and other hazardous materials;
- Frequent need to sit, stand, walk, talk, hear, distinguish between shades of colour, use hands to finger, handle or feel and lift and/or move 20 pounds.

KEY CONTACTS/RELATIONSHIPS:

External:

- Developers, Town Residents, and Business Owners
- Equipment and Service Providers
- Contractors
- Municipal Counterparts
- Provincial and Federal department contacts
- Town's Engineering Consultant

Internal:

- All departments up to and including the CAO
- Committees of Council
- Council

Deadline for applications is **Friday, November 1, 2019 at 4:30p.m.** Please submit your CV package to:

Employee & Public Relations Administrator
 1119 Thorburn Road, Portugal Cove St. Philip's, NL A1M 1T6
 Heather.Coughlan@pcsp.ca Fax: (709) 895-3780

If you are submitting via e-mail, please use the subject line "Employment Opportunity – Director of Planning."