



# Portugal Cove St. Philip's

Town of  
Portugal Cove-St. Philip's

## **Position Description**

Director of  
Planning & Development

August 2019

<b><u>Position Title:</u></b>	<b>Director of Planning &amp; Development</b>
<b><u>Salary Classification:</u></b>	<b>Employment Contract, Non-Union</b>
<b><u>Department:</u></b>	<b>Planning &amp; Development</b>
<b><u>Status:</u></b>	<b>Senior Management</b>

---

---

**CLASSIFICATION FUNCTION:**

The primary function of this position is to direct and govern the operations and workforce efforts so that planning and development services are efficiently delivered to the Town in a fashion that conforms with all laws, regulations, and policies of Council with the primary goal of best satisfying the interests of the general public of the Town in a fiscally responsible manner.

**GENERAL OVERVIEW OF RESPONSIBILITIES:**

The Director of Planning & Development is a senior manager with the Town of Portugal Cove – St. Philip’s assuming the responsibility of overseeing all aspects of planning and development control within the Town and ensuring this activity meets all administrative, technical, and legislative requirements. The Director is responsible for assisting Council, the Planning & Development Committee of Council and the Chief Administrative Officer in policy formulation and implementation, including the Town Plan, land use regulations, plans for infrastructure and the environment, for the administration and direction of regulations and policies, for the day to day operation of the department.

**PROFESSIONAL QUALIFICATIONS:**

The incumbent will have Bachelors Degree in Planning from a recognized university or technical institute with a minimum of five (5) years of experience in land use planning. He/she should be eligible for membership in the Atlantic Planners Institute and Canadian Institute of Planners. He/she will have advanced strategic and business planning skills and policy development experience, as well as a minimum of five (5) years successful and practical experience in a senior management role, preferably in a public service environment. Preference will be given to those with significant management experience in the supervision and direction of staff in a unionized environment.

He/she is well versed in Microsoft Office applications, has a Class 5 driver’s license and is eligible to be insured under the Town’s insurance policy. The incumbent is an enthusiastic and diligent individual with strong technical and leadership abilities. He/she is able to motivate and manage the performance of team members and is not above stepping in to assist with tasks to ensure the job gets done.

The incumbent is expected to function with a high degree of independence and to be committed to the ideals, goals and objectives of the Town. As the team lead, he/she uses his/her technical knowledge to

mentor team members and organizational skills to prioritize, plan, schedule and assign work to team members and monitor and report on progress. He/she is expected to support a work environment which values service, cooperation and respect. He/she strives to go the extra mile, thriving on the opportunity to identify and implement solutions. The successful candidate takes accountability for his/her work and the work of his/her team seriously.

**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.

**SPECIFIC POSITION DUTIES:**

- Provide advice and assistance in policy formulation including the development and maintenance of the Town Plan, land use and building standard regulations;
- To ensure planning and development policies and directives of the Town are carried out;
- Prioritize, assign and monitor the work of employees of the Planning & Development Department, as well as coordinate the day to day administration of the Department;

- Participate in capital improvement planning and implementation and budget development and management;
- Work with other department personnel and Town staff to ensure timely communication of public notifications;
- Collaborate with other departments to enhance the Town's information systems with respect to locating and tracing existing and new infrastructure;
- Develop procedures for monitoring of equipment and inventory and ensure that inventory supplies, equipment, chemicals and tools needed to perform functions are maintained;
- Work with suppliers and contractors as required;
- Prepare reports on operations and work activities, as requested;
- Identify and recommend training opportunities for departmental employees;
- Participate in the development of request for proposals and/or tenders;
- Deal directly with other levels of government;
- Prepare amendments to municipal plans and regulations, as well as follow through to logical conclusion;
- Maintain appropriate departmental records;
- Conduct performance evaluations with subordinate staff;
- Ensure that all safety and security procedures are in place and followed by all personnel;
- Receive and respond to queries from residents, interest groups and other outside stakeholders through face-to-face meetings, telephone calls or other modes of correspondence/communication;
- Support the department's health and safety efforts by conducting safety meetings, proactively identifying issues and assisting in the response to identified concerns, implementing programs and/or processes/procedures and researching and reporting on industry best practices;
- Maintain knowledge of industry trends and participate in events, conferences and training as required;
- Other duties as required.

**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

**REPORTING PROTOCOL:**

This Director of Planning and Development shall report directly to the Chief Administrative Officer of the Town. All department staff shall report directly to the Director of Planning and Development.

**SALARY AND BENEFITS:**

The salary range shall be outlined in the Director of Planning and Development employment contract.

**Accepted by:**

Behalf of Management: \_\_\_\_\_ Date: \_\_\_\_\_

Employees: \_\_\_\_\_ Date: \_\_\_\_\_

.....