

EXEMPT JOB DESCRIPTION – Project Manager – Community Development



JOB TITLE: Project Manager – Community Development
PAYGRADE: EXEMPT
REPORTS TO: Manager of Community Development

NATURE AND SCOPE OF WORK:

This exempt full-time position performs a variety of managerial, supervisory, technical leadership and administrative duties related to Community Services. Without limiting the generality of the following, this position is responsible for managing and leading projects and programs relating to planning, transportation and environmental protection.

Leads the environmental team, supervising and participating in the work of staff engaged in professional and technical work; directs the work of consultants.

An employee at this level exercises considerable independent initiative, judgment and action within established guidelines and policies and sound professional and administrative practices. The work is reviewed in terms of accomplishment of desired results.

May be called upon to serve as a senior member of the City's Emergency Operations Centre and in so doing discharge the duties and responsibilities in an effective manner.

Key Responsibility Areas:

Coordinates, researches, develops, prepares plans, schedules and oversees the design and installation of all municipal works and services ensuring integration and linkage of land and building corridors, human services, and infrastructure.

Determines and develops approach and research methodology for policy and planning projects; develops policy proposals in areas such as development, land use and transportation, residential, industrial and commercial development, economics and municipal finance; provides input on strategic direction.

Assists departmental Director and Managers with providing strategic input and coordination of planning and environmental cases and contributes to the development and implementation of long term plans, policies and objectives.

Provides the Director of Community Services, the CAO and Council with reports, professional advice and recommended courses of action on departmental issues, including analysis of issues, options available, advantages and disadvantages and policy issues associated with alternative Council actions.

Oversees the development of the environmental/sustainability work plan and City's environmental goals; formulates budgets, policies, programs, standards and legislative actions that facilitate environmental sustainability. Provides oversight to the City's Green Leadership Team.

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Manages the environmental review of development applications.

With support of other departmental staff, assesses information of significant environmental impact and identifies issues for community initiatives.

Oversees the development and implementation of environmental education programs to create greater awareness, understanding and involvement in the community.

Ensures that Council decisions affecting the sections are carried out in a timely and efficient manner and that Council is informed of actions taken and issues that may come before Council.

Liases with and makes presentation to the public, external agencies, community groups, advisory committees, Council and city staff related Community Service issues and initiatives, and addresses issues, answers questions and provides feedback as required.

Prepares and manages the annual and long term Capital plans, grants and operational budgets.

Establishes project goals and objectives, hiring and working with consultants to develop preliminary and feasibility plans, monitors the-goals and objectives including on-schedule and within budget expectations.

Participates on various committees and task forces to represent the City's interest and to gather input into Community Service projects and programs.

Assists with recommendations on the development, establishment and maintenance of policies and operating procedures related to his/her section of the department. Recommends improvements to the City's standards, by-laws, policies and procedures and assists with ensuring that the department's areas of responsibility are conducted and carried out within Council's vision for the community.

Has input into and ensures compliance with safe work procedures for all work related to day-to-day functions of the facilities division in accordance with WorkSafeBC Act and Regulations. Ensures employees are aware of and follow safety standards. May participate on the Joint Health and Safety Committee as an Employer Representation, conduct safety inspections and participate in investigations.

Plans, assigns, supervises (including hiring and disciplining, where required) and checks the work of subordinate staff engaged in providing services to the department. May be asked to participate in labour relations matters including acting as a member of the bargaining committee.

Undertakes or contracts for studies and community surveys and directs the work of consultants hired on a contract basis for special projects.

Promotes and maintains a strong focus on customer service.

Provides guidance, coaching, and recognition necessary to motivate departmental staff to work at their highest levels of performance.

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Ensures that quality assurance processes are in place including probationary evaluations, performance development reviews, etc.

Promotes a culture of collaboration, customer focus, and quality of product and services.

Contributes to the corporate health of the City by serving on a variety of internal committees and project teams.

Responds in a timely manner to a wide variety of inquiries and complaints from members of the public, developers and others.

Staff liaison to committees of Council as assigned.

May act for the Director of Community Services and/or Manager of Community Development in their absence.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the legislation, principles, practices, methods and techniques used in planning and environmental protection.

Thorough knowledge of the policies, rules, by-laws and regulations governing the work of the department.

Ability to support the business community and economic growth through establishing a business readiness environment and a streamlined development process.

Ability to plan, coordinate and supervise the work of a small group of technical and support staff.

Ability to exercise sound judgment and represent the department and the City in meetings and dealings surrounding local governments, First Nations, the Province, committees and other groups.

Ability to develop and prepare policy proposals, define problem areas, determine research methods, analyze and evaluate data, and prepare comprehensive reports.

Ability to establish and maintain computerized databases and files and to review and analyze the information contained therein using standard database, spreadsheet, word processing and other specialized software packages.

Ability to perform research activities, prepare and maintain records, prepare and present technical reports, correspondence and related material.

A strong working knowledge of BC legislation, regulations, legal frameworks and procedures that regulate planning, development and the environment.

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Knowledge of the Agricultural Land Commission and associated policies and regulations.

Ability to establish and maintain effective working relations with staff, department heads, elected and appointed officials, the general public and representatives of professional, public and community groups.

Ability to understand, interpret, summarize and communicate information in both verbal and oral report format.

Ability to analyze and develop logical and systematic courses of action.

Ability to work calmly under pressure, without supervision.

Proficiency in a computerized environment.

REQUIRED TRAINING AND EXPERIENCE

University graduation in Regional, Urban, Environmental, Transportation Planning or Landscape Architecture at the Masters level, with considerable related professional planning experience including 3-5 years of progressive supervisory and administrative experience OR an equivalent combination of training and experience.

Eligibility for a MCIP designation with the Canadian Institute of Planners and a RPP designation with the Planning Institute of BC is preferred, or a similar professional designation.

Driver's Licence valid in the Province of British Columbia

Approved:

Chief Administrative Officer

Date

February 2019