



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT Job Description

<b>Job Title</b>	<b>General Manager of Planning and Development</b>
<b>Department</b>	Planning and Development
<b>Classification</b>	Management (Exempt)
<b>Status</b>	Full-Time
<b>Updated</b>	April 2025

### **POSITION SUMMARY:**

The General Manager of Planning and Development (GMPD) reports directly to the Chief Administrative Officer (CAO) and is responsible for the overall management of the Alberni-Clayoquot Regional District's (the "Regional District") Planning and Development department. This includes oversight of rural planning, regional planning, long range planning, project engagement, building inspection services, and bylaw enforcement operations. The GMPD also takes a leadership role within the organization which includes the support and coordination of inter-departmental activities through to collaboration with the CAO on strategic and other Board level visioning exercises.

### **DUTIES AND RESPONSIBILITIES:**

Without limiting the generality of the foregoing, the GMPD's duties, powers and functions also include the following:

#### *Leadership and Management:*

- Lead, manage and administer all the activities of the Planning and Development Department.
- Coordinate operational activities relevant to building maintenance and vehicle fleet management.
- Coordinate the activities of contractors and consultants that are engaged by the ACRD for planning and development initiatives, this includes participating in preparing RFPs and contracts.
- Oversee the development and implementation of long-term planning policies.
- Periodically prepare planning reports, plans and assist the public.
- Perform and manage complex and sensitive professional planning projects, research, and analysis.
- Oversee departmental training for both individual employees and for the greater departmental team.
- Participate in budget preparation and administration, monitors and controls expenditures.
- Direct departmental human resources activities (exempt and union) including but not limited to hiring, supervising, training, and performance managing both staff and volunteers.
- Prepare reports on operations and activities, recommending improvements and modifications.
- Recommend, prepare, and implement policies and procedures for safe, efficient and effective service delivery on behalf of the Regional District.
- Act as a member of the Regional Districts Emergency program.
- Perform other related duties.

#### *Accountability and Advice:*

- Provide executive advice and staff direction on land development processes.

- Provide executive advice to the Board of Directors and its committees on planning, development, building inspection, bylaw enforcement and other matters as requested.
- Establish and maintain an effective working relationship with the Board of Directors and its committees, Advisory Planning Commissions, municipalities, government agencies, developers and a variety of other groups and individuals.
- Guide and coordinate changes that align strategic planning visions, community objectives, and provincial legislation.
- Lead, coordinate, or support other organizational initiatives and departments as may be assigned by the CAO from time to time which may be significant in scope, far reaching community or corporate implications and may involve several stakeholders and agencies.
- Draft or support the development of corporate policy.
- Monitor and ensures compliance with local, provincial and federal legislation.

*Communication and Relationship Management:*

- Collaborate with multi-disciplinary teams to ensure consistent and cohesive messaging across all communication materials.
- Develop and sustain effective working relationships with landowners, developers, government bodies, residents, business owners, service delivery partners, industry associations and community groups.
- Engage with interested parties to gather insights, address concerns, and build trust through open and transparent communication.
- Oversee public engagement events to gather feedback and educate the public about departmental and/or organizational initiatives.
- Collaborate on joint initiatives, share resources, and leverage combined expertise to achieve common goals related to community development and service delivery.
- Respond to inquiries and engage in constructive dialogue with the public to share information and address concerns.

**KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE**

- 5 or more years of management experience in a local government environment preferably with responsibility for overseeing a planning and development department.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism.
- Proven skills in supervision, organization, work planning, problem solving, contract administration and financial management.
- Ability to research and comprehend new and complex ideas and issues.
- Excellent written and oral communication skills including analytical, research and summary report writing, and verbal presentations for a variety of audiences.
- Experience working in groups as a team-player and the ability to foster engagement with stakeholders.
- Knowledge of planning principles, local government bylaws, provincial and federal legislation,
- Demonstrated competency in a local government planning.
- Thorough knowledge of the *Local Government Act* and *Community Charter*.
- Excellent public relations and customer service skills.

**EDUCATION, TRAINING, CERTIFICATION & LICENCES**

- A post-secondary degree in planning and a preference given for a master's degree in a relevant field.
- Eligibility for membership with the Planning Institute of BC and the Canadian Institute of Planning.
- Proficient in the use of computers (e.g. word, excel and outlook).
- Valid BC Class 5 Drivers License.