



## **Manager, Development Approvals**

*An award winning community with unique natural beauty, Fort Erie offers varied facilities for education and recreation along the shores of Lake Erie and the Niagara River*

Waterfront Development. A World-class Motor Speedway. Great Public Spaces. These are a few of the exciting opportunities that await you in Fort Erie! As Manager, you will lead the development approvals function through a team of planning professionals; interpret/decide planning matters; develop solutions; negotiate/resolve disputes and deliver technical expertise to Council, the public and stakeholders. You are a strategic thinker, with a long-term outlook for making our community a great place to live, work and play. With a University Degree in Planning or related discipline, you are a Registered Professional Planner accredited in Ontario and a Member in good standing of the Canadian Institute of Planners. You have demonstrated specific, technical knowledge of relevant provincial legislation and policies and have experience before the Ontario Municipal Board. This position offers comprehensive health and wellness benefits and a salary of \$75,374-\$90,449, based on 37.5 hours per week. A full description can be viewed @ [www.town.forterie.on.ca](http://www.town.forterie.on.ca) under Town Hall.

Submit a detailed resume by 5:00 p.m. EDT on **FRIDAY, SEPTEMBER 3, 2010** to: **COMPETITION NO. 17-2010**, Human Resources, Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON, L2A 2S6. Fax: 905 871 4022. email: [tmather@forterie.on.ca](mailto:tmather@forterie.on.ca) (MS Word, OpenOffice or pdf). Candidates selected for an interview will be contacted. The evaluation process may include a practical assessment. Personal information is collected under the *Municipal Act, 2001* for employee selection purposes.

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Management & Supervisory Exempt – LEVEL 9

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| Department                         | Reports To                                   |
|------------------------------------|--|
| Community and Development Services | Director, Community and Development Services |

## POSITION OBJECTIVE

To manage development approvals pursuant to provincial legislation/regulation/guidelines, Town and Regional Official Plans and other relevant policies/procedures to ensure orderly growth and foster an excellent quality of life.

## DUTIES AND RESPONSIBILITIES

1. Manage/direct/coordinate the timely processing of development approvals applications through other professional/technical/clerical staff and by liaising with other departments and external approving agencies.
2. Manage the development approvals function; ensure efficient/effective organization of work; evaluate staff; prepare/administer section budget.
3. Act as senior departmental resource on planning matters; interpret/decide planning matters; develop solutions and new policies/procedures; negotiate/resolve disputes; provide technical advice/comment to council, public, stakeholders and other staff.
4. Oversee research; prepare and/or review a wide range of reports and correspondence on planning matters; ensure accuracy and completeness.
5. Represent Town at meetings/hearings/court proceedings to provide planning expertise/evidence; represent the Town on special purpose bodies.
6. Administer/enforce/review/recommend amendments to the Zoning By-law, including inquiries and zoning verification; develop new zoning standards where required; provide input to Official Plan review and Neighbourhood Plans.
7. Review development fees annually to promote user-pay philosophy.
8. Act as Director, Community and Development Services in Director's absence.

## EDUCATION AND EXPERIENCE

- University degree in Planning or related discipline
- Registered Professional Planner accredited in Ontario
- Member in good standing of Canadian Institute of Planners
- Minimum five years of progressive experience

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## KNOWLEDGE

- Applied, technical knowledge of applicable/related legislation/regulations, guidelines, policies and local by-laws
- Applied, technical knowledge of development application process
- Applied, technical knowledge of computer hardware/software, including office software and GIS
- Technical knowledge of leadership/supervisory principles/practices
- Technical knowledge of tribunal/court rules of procedure
- Technical knowledge of project management
- Knowledge of local government
- Knowledge of routine office procedures, practices and equipment
- Knowledge of customer service

## SKILLS AND ABILITY

- Resourceful in applying knowledge and learned techniques
- Exercise specialized judgment/decision-making
- Interpret/apply policies, by-laws, professional standards
- Analysis/problem-solving
- Negotiation skills
- Strong capacity for long-term visioning and strategic thinking
- Competent research techniques, including statistical analysis
- Effective communication
- Efficiently operate computers and typical office equipment
- Commitment to continuous learning
- Ability to work with a number of projects simultaneously

## SUPERVISION

Assigns/monitors/checks work of unit; regularly provides functional advice; works closely with the Municipal Engineer, Infrastructure Renewal

## WORK DEMANDS

- Exercises independence within broad policies and general direction
- Occasional work with confidential development information
- Frequent contact with general public, other departments and government agencies including complex negotiations, sometimes in confrontational situations
- Considerable mental attention and concentration
- Some work/meetings beyond traditional work day
- Typical office environment; occasional site inspections
- May handle payments/securities
- Errors in judgment or interpretation could cause serious significant losses to organization

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## POSITION HISTORY

In January 2005, the position of Manager of Development Approvals was updated to reflect the department's name change resulting from restructuring in accordance with By-law No. 200-04. It was refreshed in June 2010 in advance of a competition.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date