



Position Posting

General Manager, Planning & Development

(Full-time, Permanent)

Lloydminster is a dynamic, bi-provincial city located in Alberta & Saskatchewan that boasts vast opportunities, with a commitment to community-based living. We are a thriving economy, with an expanding retail and business sector, and a host of tourism activities. Lloydminster is proud to have been consistently ranked as a top Canadian city to start a business. This entrepreneurial spirit has created a vibrant community for all to benefit. Visitors are welcomed, businesses excel and residents are valued, making Lloydminster a World Class City with unlimited opportunity.

Reporting to the Director of Planning & Engineering, the General Manager, Planning & Development is accountable for providing overall leadership and management to the Planning and Development division, preparing plans, bylaws and analysis to assist the team in achieving the community development goals and objectives. Considerable independent responsibility and judgement is required, in managing a broad and complex range of assignments, and addressing community development issues, in accordance with department, legislative and corporate policies, plans and objectives.

Job Overview

The General Manager, Planning and Development will:

- Lead the team in the visionary aspects of department planning and development, to ensure long term successful results for individuals, the department, and the organization, by providing both managerial and technical leadership to the team.
- Be responsible for the oversight of land use planning and urban design; development and building applications, and permit issuance.
- Lead a number of business transformation initiatives that improve efficiency, service excellence and value for residents, builders, developers and stakeholders of the City of Lloydminster.
- Be responsible for the formulation and evaluation of policies, standards, and bylaws related to the ongoing management of growth and development in compliance with federal statutes, provincial statutes, the Lloydminster Charter and statutory plans.
- Build, guide and shape change that is consistent with the Municipal Development Plan
- Provide direction and oversight to the city's Building Code contractor for the provision of building permits, plan reviews and inspection services.
- Foster an environment that promotes a high level of staff satisfaction and exceptional customer service, in alignment with the city's strategic priorities.
- Observe emerging issues and legislation impacting the city and the political environment.



Financial Leadership

- Develops department annual operational and capital budget, in consultation with the team.
- Monitors and controls budget for the department, ensuring expenditures and revenues are in compliance with sound financial management practice and the budget plan.
- Understands the implications of financial decisions and impact on the department.
- Monitors performance and seeks efficiencies to save costs.
- Manages the 10 year Capital Plan for the department.
- Develops and implements purchasing procedures, which are compliant with the corporate purchasing policy.

People Leadership

- Creates an open, positive environment to stimulate discussion.
- Sets clear expectations, monitors, evaluates, rewards and develops performance within the team.
- Guides and develops people through employee success plans, career planning and development.
- Responsive to team's strengths and limitations, to ensure the optimum utilization of staff.
- Provides insightful, motivating, and constructive feedback, coaching and guidance.
- Creates a culture that values, supports, and reflects diversity.
- Ensures performance discussions are completed, maintaining two way dialogues on work, expectations and results.
- Liaison with senior leaders, by responding to their needs in a timely fashion.

Relationship Building

- Cultivates effective relationships and networks with other departments, residents, regional partners, building and construction industry, developers, economic development, real estate industry and other levels of government.
- Negotiates and secures approvals from provincial and federal regulatory agencies.
- Engages others to support corporate and department initiatives.
- Acknowledges the contribution of others in achieving objectives and goals.
- Recruits and administers consulting and contractor services, as required.

Leadership

- Inspires and motivates the team to take action to support a common purpose and vision.
- Motivates employees to achieve departmental and business goals and objectives.
- Ensures community and municipal department impacts are considered, in the delivery of projects and services.
- Encourages an environment that fosters respect and teamwork, while empowering individuals and teams to do their best.
- Drives for change and improvement; does not accept the status quo.



- Serves as a role model in creating a work environment conducive to individual staff development, team achievement, productivity and professionalism.
- Ensures team members have the information and tools required, to work effectively to complete tasks.

Qualifications

Specific requirements for this role are:

- A graduate or undergraduate degree related to planning.
- Certification or eligibility as a Registered Professional Planner (RPP) and membership of the Canadian Institute of Planners (MCIP) is preferred.
- Minimum 10 years related experience, with at least 5 years in a supervisory role with demonstrated experience.
- Proven track record of success in leading, engaging, finding innovative solutions and working collaboratively with internal and external partners.
- Considerable knowledge of the theory, principles and techniques of the planning profession and development process.
- Strong communication (written, oral and interpersonal), problem solving, public/media relations, organizational, time management and analysis skills
- Ability to plan and lead at an operational level.
- Demonstrated leadership skills, team building, conflict resolution, business/technical writing skills, coaching and mentoring abilities.
- A valid Class 5 Vehicle Operator's License with a clean driving record. Abstract is to be provided prior to start date of employment.
- An acceptable criminal record check.

Dimensions

Duties include a demonstrated ability to:

- Manage a budget of 3.7 million
- Responsible for leadership and oversight of 6 team members

The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package and relocation allowance.

Closing Date: April 30, 2016

If you are looking for an exciting career that gives you the opportunity to show your passion and help shape our community, we want to hear from you. We invite you to tell us more about yourself by contacting:

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