

COMMUNITY GROWTH MANAGER

Position ID: J0417-0695

Job Title: COMMUNITY GROWTH MANAGER

Job Type: Full Time

Department: Community Growth

Number Of Positions: 1

Closing Date: May 14, 2017

Min Salary: \$124,320.00/Year

Max Salary: \$155,400.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

The Manager of Community Growth provides oversight, guidance and support relative to attraction and support of local business, long-range planning, community planning and development as well as development and building permits and approvals. This role will oversee the Planning, Building Inspections and Economic Development business units. The focus is to align these business units to support the future growth of the City of Airdrie with a friendly, effective and customer value approach. This position operates from a corporate perspective providing insight to the leadership group, City Council and the community.

Primary Accountabilities Include:

Ensure alignment between organizational priorities and policies and departmental services
Work with teams to define outcomes and achieve results and ensure appropriate resources are available
Provide strong leadership to direct reports including hiring, training, coaching and mentoring through ongoing feedback and empowering employees to achieve outcomes
Research policy and procedure development and recommend best practice
Deliver presentations to senior leadership, City Council and various committees
Ensure stewardship over financial resources allocated to the area of responsibility by preparing budgets, quarterly variance reports and present to senior leadership
Plan for and ensure proper oversight to short and long term capital budgets
Preparation and review of senior leadership, Council and various advisory board agenda reports
Respond to requests generated by senior leadership, council and the community of Airdrie
Maximize technology solutions and deliver continuous improvement to automated process
Translate the organizational culture and vision to teams through communication and influence

Education/Experience Requirements:

Bachelor's Degree in Business, Planning, or in a related field
Membership in a professional organization (eg. AACIP)
10 years of leadership responsibilities and experience across a breadth of areas including planning and building codes
Working knowledge of the relevant legislation and regulations relevant to planning and development, including Municipal Government Act; the Subdivision and Development Regulations, the Municipal Development Plan, Land Use Bylaw, as well as other plans and studies applicable to the municipality
Previous municipal government experience is preferred

Skills and Attributes:

Experienced leader with the ability to inspire and motivate others
Ability to work effectively within a multi-disciplinary team
Skilled at providing high level updates to senior staff and political leaders
Exceptional oral communication and presentation skills, including the ability to gain the attention and involvement of difficult audiences
Well-developed interpersonal skills and the ability to influence and form collaborative relationships
Ability to think strategically and see the big picture
Political sensitivity, conflict resolution, and negotiation skills
Ability to remain innovative and positive in times of imposed constraints and challenges
Demonstrated ability to handle a variety of complex projects/tasks with competing priorities in a result based environment
Strong Microsoft Office skills with an emphasis on Excel, PowerPoint and Word

Additional Information:

*Please provide a cover letter as a means of introducing yourself and your interest in this role.

This position includes a comprehensive benefits and pension package.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.