

PLANNING & DEVELOPMENT TEAM LEADER

Position ID: J1017-0394

Job Title: PLANNING & DEVELOPMENT TEAM LEADER

Job Type: Full Time

Department: Planning

Number Of Positions: 1

Closing Date: November 3, 2017

Min Salary: \$98,937.00/Year

Max Salary: \$123,671.00/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 Planning and Development Department is responsible for planning and facilitating growth and development in the city and supporting the City's strategic priorities of well-managed growth, economic prosperity and sustainability. The Department develops plans, policies, processes and services that support land use, development, and subdivision and growth management.

We are recruiting for this position due to internal promotion and growth.

Primary Accountabilities Include:

Reporting to the Community Growth Manager, the Team Leader is responsible for supervising and coaching a team of professional planners, planning technicians, a development enforcement officer and administrative staff to undertake current and long range planning.

The Team Leader works with Council, Municipal Planning Commission, city staff, advisory committees and industry stakeholders to ensure all key issues and their impacts in the community and municipal corporate interests are addressed in the finalization of plans, policies and development applications.

Primary Tasks:

Perform as a project manager for a limited number of projects/initiatives, and supervise the project management of staff members for complex planning projects, research and analysis

Oversee the development permit evaluation and review processes

Prepare reports and recommendations for advisory boards, Subdivision and Development Appeal board (SDAB), Municipal Planning Commission (MPC), Senior Leadership Team (SLT) and Council

Monitor and ensure compliance with municipal, provincial and federal legislations and regulations

Assign work to planning staff and ensure appropriate direction, training and mentoring is provided

Prepare and develop the department business plans and budgets

Education/Experience Requirements:

Planning degree with progressive levels of responsibilities with a minimum of 7 years' experience

University degree in Urban/Regional planning or related field (Master's degree is an asset)

Education should be complemented with knowledge of Alberta municipal legislation, planning concepts, principles and the role of local government in land use planning

Minimum 5 years of leadership experience

A valid Class 5 driver's license is required

Understanding and direct experience with land subdivision is preferred

APPI/CIP membership is required (professional accreditation is an asset)

Skills and Attributes:

Genuine desire to mentor, motivate, and inspire a team of highly skilled professionals
Excellent communication and presentations skills with experience in community engagement processes
Ability to establish and maintain effective working relationships in a multi-disciplinary environment
Demonstrated excellent interpersonal, influencing and conflict resolution skills
Extensive knowledge of the principles and practices of land use planning, inter-municipal planning and development review
Demonstrated ability to use sound judgment, creativity and good-decision making to lead planning projects to a successful completion
High level of confidentiality, tact and diplomacy
A great sense of humour, good project management skills and some political savvy are considered assets

Additional Information:

This is a permanent full-time (37.5 hours/week) position which includes a comprehensive benefits and pension package.

Candidates are required to provide a cover letter which addresses the qualifications listed above, along with a resume.

Application Process:

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