

**The City of Melville is accepting applications for the position of
Planning Manager**

The Planning Manager holds a key leadership position in the Public Work and Planning Department for the City of Melville. The Planning Manager has a responsibility to work in close collaboration with the Director of Public Works and Planning Services to plan, direct, manage and oversee planning and development services and activities in an efficient, effective manner. The Planning Manager will organize assigned activities, administer bylaws and issue building and development permits and licenses in accordance with municipal and legislated requirements, GIS management, cemetery management, working with a vast group of individuals and outside agencies; land sales, rentals and leasing, and provide highly responsible and complex administrative support to the Director. The Planning Manager is responsible for fostering close working relationships between Public Works and City Hall to ensure seamless communication, reporting, and information sharing

RESPONSIBILITIES:

- Issue Development and Building Permits, including overseeing building inspections
- Implement and oversee all Zoning, Official Community Plan and other Bylaws
- Land leases and Sales
- Assist in the preparation of short- and long-range financial budgets
- Review all business licenses ensuring compliance prior to licenses being issued
- Work in coordination with the Director of Public Work and Planning to oversee all Planning and Development operations
- Management of the City's cemetery, its use and future planning
- Attend and participate in Council meetings, Council committee meetings and other meetings as determined by the Director of Public Works and Planning
- Coordinate the contractual surveying services for the City of Melville
- Act as a Development Officer for the City of Melville
- Ensure subdivision and site development, drawing approvals and construction inspections are coordinated
- Act as a consultant to Council and its committees as required
- Ensure compliance with respective provincial legislation, including the Planning and Development Act, Cities Act, etc.
- Manage and maintain the City's GIS system

SKILLS & ABILITIES

- Planning, scheduling, and detailed administrative competencies
- Ability to read and interpret construction and building plans standards; interpret and understand legislative and code requirements
- Ability to prepare clear and concise reports for presentation to Council and the Management Team
- Demonstrated skill in leadership
- Effective time management skills in order to meet deadlines
- Strong interpersonal relations and the ability to deal with difficult situations tactfully and diplomatically to ensure consistent application of policies/procedures and bylaws
- Ability to deliver quality customer service
- Strong verbal and written communication skills
- Ability to work effectively with other senior staff, elected officials and various stakeholders.
- Advanced skills in Microsoft Office

EDUCATION, EXPERIENCE & KNOWLEDGE

- Completion of a university degree from a CIP-accredited university planning program or a closely related field.
- Registered or eligible for membership in the Canadian Institute of Planners (CIP) and registered or eligible for membership in the Saskatchewan Professional Planning Institute (SPPI)
- Three to five years of previous experience in a municipal government setting
- Must maintain a clear criminal record check and be bondable.

COMPENSATION AND BENEFITS

Annual Salary: \$74,511 to \$86,379 dependent on knowledge and experience as per Pay Grid 6 of the existing A4 City of Melville Out of Scope Policy.

Some of the key benefits the City of Melville offers its employees are a Health and Wellness benefit program, a Defined Benefit Pension Plan, 4 Day work week and a positive working environment.

HOW TO APPLY

This job posting will remain open until the position is filled.

Candidates for this position are invited to submit applications detailing qualifications, experience, education and references to:

Jeremy Fairbarn, Director of Public Works and Planning Services
City of Melville
Box 1240 Melville, SK S0A 2P0
Phone: (306) 728-6858
Email: jfairbarn@melville.ca

The City of Melville thanks all applicants, however, only those selected for an interview will be contacted.

To view a complete job description for the Planning Manager position, please visit the City of Melville website at www.melville.ca.