

# MANAGER OF PLANNING & DEVELOPMENT

The Manager of Planning & Development supervises and provides strategic direction to the City's planning and development functions. This role ensures that planning initiatives, building inspections, and land administration are performed in accordance with municipal and provincial regulations. The Manager plays a pivotal role in executing the City's long-term vision for land use, community planning, and sustainable development, while ensuring compliance with relevant bylaws, codes, and plans. Some of the main duties include:

- Supervise and direct the daily work of Planners, Building Inspectors, and Land Administrator
- Oversee the review and processing of development applications, including zoning bylaw amendments, subdivision applications, discretionary use permits, and site plan approvals
- Ensure the efficient management of land use planning, preparing technical reports, and presenting findings to internal committees, City Council, and public stakeholders
- Collaborate with the Building Inspectors to ensure all construction and alterations comply with the National Building Code, local zoning regulations, and applicable municipal bylaws
- Manage and coordinate the City's land development activities
- Oversee marketing initiatives and land sales, ensuring the legal compliance of transactions related to residential, commercial, and industrial properties
- Prepare and manage department budgets

Qualified candidates will possess:

- Regional/Urban Planning Degree or a related degree recognized by the Canadian Institute of Planners
- Member of the Canadian Institute of Planners and a Registered Professional Planner of Saskatchewan (MCIP, RPP)
- Five years of progressive experience in planning, development, or land administration, with supervisory experience in a municipal environment
- Experience with building inspection processes and land transaction administration
- Class 5 Driver's License
- Microsoft Office Suite and other planning-related software
- Knowledge of Occupational Health and Safety Regulations

Annual Salary: \$96,792 to \$120,948 annually

Please submit a resume prior to 5:00 p.m. October 20, 2024, outlining your credentials, work references and indicating Competition #24-60, to:



City of Moose Jaw  
Human Resource Services  
Fax: (306) 694-4517  
or E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)