



POSITION: Manager, Development Services

General:

Reporting to the Director of Planning and Development, the Manager - Development Services is responsible for leadership, direction, information and advice on development services which affect the R.M. of Corman Park (R.M.).

This position manages and provides direction to the development services staff, and is responsible for the development and implementation of a comprehensive, coordinated, customer service-focused work program in support of development services within the R.M. working in close collaboration with other departments as well as the development community and external parties. Through a client-relationship and service delivery culture, the Manager - Development Services will oversee development planning permit applications as well as participate in the development and implementation of planning policies, including updates to zoning bylaws, official plans, and development strategies to advance the strategic direction of R.M. Council.

This position requires expertise in land development in rural and semi-urban areas, land use and planning policies, servicing agreements, environmental considerations, and economic development strategies, while also demanding strong leadership, communication, relationship building, and problem-solving skills to effectively balance diverse interests and drive successful planning outcomes in a diversified and complex work environment

Key Responsibilities:

- Accountable for collaboration and relationship building with various internal/external partners and stakeholders at local and provincial levels to establish positive relationships to support the R.M.'s development and growth initiatives. Represents the Development Services Department of the R.M. on regional planning (P4G) committees.
- Responsible for leadership and guidance for the development services division staff to work with application proponents to proactively identify/clarify issues; make recommendations and negotiate plan changes and/or conditions of development and maintain a leadership role in resolving competing interests.
- Responsible for identifying risks and conflict in the application process and the communication required to maintain a responsive, client-focused process that enables division staff to process quality submissions and timely approvals process while maintaining positive working relationships.
- Responsible for expert advice and forward-looking guidance to a variety of stakeholders, including elected officials, committees and internal departments.
- Management of the Development Services Division includes but not limited to:
 - Focus on achieving departmental goals in alignment with organizational objectives and Council's strategic direction.
 - Effectively manage workload and files to bring to timely completion in alignment with service delivery and client-relationship expectations.
 - Address planning issues and facilitate project approvals with a solutions-based approach to finding ways to enable development in the R.M.
 - Review and recommend development application procedures to make improvements to



process and find process efficiencies.

- Responsible for leading and overseeing the development of staff reports, briefing materials, presentations, and making recommendations to senior leadership and committees to support decision-making on complex and potentially politically sensitive topics.
- Oversee and coordinate the circulation of applications and receipt of circulation comments, from the public, and comments and conditions of approval from other departments and outside agencies.
- Facilitate public outreach and communication regarding development services initiatives. Attends evening meetings and public consultations as required, and provides expert advice support and guidance to Planning staff - particularly when dealing with contentious issues.
- Managing day-to-day performance and overseeing development services staffing requests.
- Undertakes other assigned duties and projects as required, including Acting Director of Planning and Development in the Director's absence.

Education/Experience Requirements:

- A Bachelor's Degree from an accredited institution in a field related to the built environment or public leadership. Preferred disciplines include:
 - Planning & Design: Regional and Urban Planning
 - Technical & Infrastructure: Civil Engineering or a related Applied Science.
 - Administration & Strategy: Public Administration (MPA) or Business Administration (MBA)
- The hiring committee recognizes that leadership talent comes from diverse career paths. An equivalent combination of a degree in a non-related field combined with extensive, high-level leadership experience in land development, municipal operations, or complex regulatory environments will be considered.
- A minimum of 7 to 10 years of professional experience, including at least 3 to 5 years in a supervisory or management capacity leading multi-disciplinary teams. Experience in a local government setting, and/or in regional frameworks is considered an asset.
- Proven ability to establish and maintain collaborative, long-term relationships with diverse groups, including developers, residents, partner agencies, and internal departments.
- Advanced ability to de-escalate complex situations and address community concerns regarding development impacts in a respectful and inclusive manner.

Assets/Certifications:

- RPP/PMP/P.Eng. eligibility is considered an asset
- Valid Class 5 Driver's License (required).

Core Competencies:

Leadership - Lead by example, mentoring those on the team as they develop as professionals. Assumes



responsibility for successfully accomplishing work goals and objectives and consistently delivering results; setting high standards of performance for self and others.

Professional Integrity - Displays and promotes conduct and behaviours consistent with the R.M.'s standards and commitment to service delivery.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.

Customer Service - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes. Commitment to meeting the needs of internal and external stakeholders with a positive attitude and enthusiasm.

Initiative - Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them. A commitment to ongoing professional development and skill improvement.

Planning and Prioritization - Plans and organizes work activities; manages several tasks at once. Flexibility in responding to changing circumstances, proactively identifying opportunities for improvement, and working well under pressure with tight deadlines.

Collaboration - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

Demonstrated ability to communicate clearly and effectively across all organizational levels, ensuring transparency and understanding.

Communicate ideas effectively and display confidence in the ability to negotiate the best solution for a development proposal.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the strategic direction of the R.M.

Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract working environment to make decisions independently or collaboratively. Excellent analytic abilities, and a process-oriented mindset with the ability to interpret local government legislation, bylaws, and policies.

Strong analytical, facilitation and negotiation skills to formulate a compelling planning opinion based on a thorough and critical analysis of issues, supporting policy framework, consideration for community feedback and negotiation with the proponent as necessary to make a recommendation in the public interest.



Understand the development process and take pride in the role in making projects successful from both the citizen's and developer's perspective to facilitate and resolve conflicts between competing interests. Requires decision making derived from broad objectives, instructions and policies. Problems addressed and subsequent decision making are made utilizing factual data and applying fundamental principles.

How to Apply:

Please submit your resume and cover letter to careers@rmcormanpark.ca. The position will remain posted until February 20, 2026 at 4:30pm.

Position Information:

- **Employment Status:** Permanent Full-time
- **Hours of Work:** 8:30am to 5:00pm
- **Location:** 111 Pinehouse, Saskatoon Saskatchewan
- **Wage Range:** \$97,863 - \$116,854; salary will be commensurate with experience and education
- **Benefits:** Competitive vacation entitlement, extended health and dental benefits, an employer-matched pension plan.

Eligibility Statement:

By applying for this position, you confirm that you are either a Canadian citizen, permanent resident, or possess a valid Canadian work visa. Applicants who do not meet this requirement will not be considered for this role.