Job Title: Policy Manager

Position: Policy Manager

Division: Community Services
Department: Community Standards
Term: 1 Temporary Full Time position available for approximately 12 months.
Closing Date: 11/18/2026
Labour Group: The Society
Posting: 5833

Job Summary

This position is responsible for leading, developing, managing and maintaining City policies and bylaws to support the Community Standards Department.

Duties & Responsibilities

- Develops and leads projects related to the research, development, and implementation of general bylaws andparking and business licence-related policies and programs with key stakeholders. Reviews policy effectiveness and develops recommendations for policy and program revisions.
- Leads assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
- Leads business area in day-to-day permitting operations including: correspondence with residents, businesses, and other stakeholders; overseeing management of permit and customer records; and resolving issues as needed.
- Prepares and presents reports and recommendations of the above activities to Committee, and City Council as required.
- Collaborates with Parking Section Coordinators and Managers to develop and adopt a comprehensive parking and permit inventory management systems.
- Acts as the primary policy liaison between Parking Services and other internal departments and divisions such as City Solicitors, Community Development, Transportation, Planning and Development, etc.
- Leads and represents the section in external stakeholder engagement with business partners
- Assists with identifying budget and staff impacts related to proposed policy changes.
- Develops and manages permit program budgets and provides annual and quarterly reports, or as requested.
- Represents the Community Standards Department and provides support to internal and external committees.
- Prepares formal written communications, and oral reports in response to customer, Council, and senior administration inquiries as required.
- Assists in the development of annual business plans, and other strategic planning initiatives.
- Acts as the Manager of Parking Services, as required.
- Performs other related duties as assigned.

Qualifications

Education, Training and Experience Requirements

- Degree in Planning, Public Policy, Business Administration, or a related discipline. Professional accreditation such as MCIP or CPA would be an asset.
- Four to six years' progressively responsible experience in a planning, business administration or policy development role.
- Possession of a valid, Class 5 Saskatchewan Driver’s Licence.
- Current driver’s abstract from SGI demonstrating a safe driving record.

Knowlege, Abilities and Skills

- Demonstrated ability to communicate effectively orally and in writing, including preparing and presenting formal information and decision reports to Standing Policy Committees and City Council.
- Demonstrated ability to perform research, collect and analyze data, identify underlying issues, and recommend feasible policy options and/or operational improvements.
- Demonstrated ability to establish and maintain positive and productive working relationships with staff, civic officials, representatives of other agencies and the public.
- Demonstrated ability using Microsoft Office, running queries and working in large databases, and using online applications and other software for team collaboration.
- Knowledge of the basic principles of municipal parking planning and operations, including a thorough understanding of applicable municipal regulations, bylaws, and provincial legislation.
- Knowledge of generally accepted accounting, budgeting and financial procedures.
- Demonstrated ability to deal courteously and effectively with the public, the business community and other civic employees.
- Demonstrated ability to work with minimal supervision.

Requires Security Check

Acceptable current Criminal Record Check (CRC) upon offer of employment.

Weekly Hours: 36.67
Salary Range: $93,293.52 to $109,486.56 CAD **per annum** (2026 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit Saskatoon.ca/diversity

Accommodation
The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.
While we appreciate all applications we receive, only candidates under consideration will be contacted.
Our Recruitment Process: Application > Posting Closes > Resume Review > Pre-screen/Interview > Offer > Pre-Employment Conditions > Welcome to the City