

# Manager of Development Services



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of **Manager of Development Services!** This new position is being created to introduce updated processes and efficiencies required to address significant changes in building-related construction (both in terms of volume and housing type). Work in this regard will be guided by the Permitting & Inspections Operational Review report released in 2023, and a 2024 Agreement between the Canadian Mortgage and Housing Corporation (CMHC) and the Municipality under CMHC's Housing Accelerator Fund (HAF).

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you are ready to take on the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner. We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

## Primary Responsibilities

- Be responsible for the efficient and effective operation of the Municipality's development processes including all subdivisions and building related permits.
- Oversee and manage the permitting process, from application intake to issuance of permits.
- With the assistance of a Housing Accelerator Coordinator, develop and implement a suite of programs and activities related to housing starts in the not-for-profit sector, accessory dwelling unit funding opportunities.
- Oversee the implementation of the Housing Accelerator Fund, and CMHC reporting requirements.
- Stay ahead of local, provincial, and federal regulations and update municipal permitting processes to reflect change in relevant legislation.
- Foster positive relationships with stakeholders,
- Lead and manage a team of staff providing direction, training and performance evaluation.
- Generate regular reports for municipal leadership and other relevant stakeholders to highlight development trends, challenges, and successes.

## Candidate Profile

### **Education and Experience**

- Bachelor's degree in Planning, Public Administration, Business Administration, or a related field.
- Five (5) years of previous experience, preferably in a municipal environment.
- Knowledge of local, provincial, and federal regulations related to development of land, including experience in Development Control and Enforcement.
- Strong understanding of the *Municipal Government Act*, building code and related standards.

### **Knowledge, Skills, Abilities:**

- Excellent interpersonal and communication skills.
- Leadership skills with experience in managing teams and fostering a positive work environment.
- Highly organized with the ability to manage multiple tasks and priorities simultaneously.
- Excellent problem-solving skills and the ability to make sound decisions in a complex regulatory environment.
- Proficiency with Microsoft Outlook, Word, Excel, and Power Point.

# Compensation & Benefits

This is a full-time non-unionized position. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match). Salary will be at the Managers salary range of \$82,400 - \$105,700. Regular hours of work will be Monday to Friday 8:30am – 4:30pm. Some evening hours may be required.

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30pm Friday May 3, 2024**.

To provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments, and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.