



Job Posting 24-01

Manager of Long-Range Planning - TEMPORARY

The Town of Cobourg is seeking a **Manager of Planning** for a twelve-month term. The successful candidate would be assigned to the Long-Range Planning portfolio.

Under the direction of the Director of Planning & Development, the Manager of Long-Range Planning assists in ensuring that the management and delivery of Divisional services are aligned to achieve Council's Corporate Strategic directives. This position has a focus on long-range land use planning initiatives, growth management, affordable housing, heritage conservation and is responsible for the updates to the Official Plan and Zoning By-law.

The primary duties of this position include:

- Leads, directs, administers, and coordinates capital and operational activities in accordance with the strategic direction, goals and objectives, and policies of the organization under the direction of the Director of Planning & Development.
- Anticipates future resource requirements based on demographics, growth, changing priorities, legislative changes, etc. considering all options and makes recommendations to the Director of Planning & Development regarding changes in service delivery, reallocation of resources, additional staff, contracted services etc.
- Serves as an advocate for customer service and provides both timely and accurate information to internal and external clients, including applicants, consultants, agencies, community groups and the public on land use planning matters.
- Acts as a key liaison to various to the Town of Cobourg Heritage Advisory Committee, and other special task forces from time to time
- Assists the Director in managing and implementing the overall strategy of the Planning & Development Division, including all matters relating to the Town of Cobourg Official Plan, Zoning By-law, long range and policy planning initiatives, and special projects relating to land use planning.
- Provides day-to-day leadership, training, mentoring and supervision of the direct reports in the Planning Department.
- Assists the Director in practicing sound, practical management of financial resources for the Department, including the effective oversight and implementation of financial policies and procedures, monitoring, and reporting of expenditures.
- Reviews and presents professional planning opinions on complex land use planning matters and proposes new policies, regulations and procedures to the Director, Advisory Committees, internal staff, external agencies, and Council.
- Attends as witness at Ontario Land Tribunal (OLT) and other quasi-judicial tribunals, also Court Hearings on behalf of the Corporation as required.
- Attends and participates in meetings of Cobourg Municipal Council, Town of Cobourg Advisory Committees, and external agencies as required.

The successful candidate will possess a Bachelors Degree in Planning with disciplines relevant to land use, development and community planning required. This individual must have a minimum of five (5) years' professional, technical and supervisory/management experience in municipal land use, development and community planning in either the public or private sector. Professional designation of Registered Professional Planner (RPP) is required. This position will require the individual to possess exceptional leadership skills, be a team player and build effective



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relationships with municipal Council, staff, stakeholders and the public. They will be required to work with a very high level of independence, prioritizing own work, identifying new initiatives/opportunities, improving divisional effectiveness, as well as have the ability to delegate authority and responsibilities suitable to the time, skills and potential of direct reports.

This position will require detailed knowledge and experience in land use planning, environmental planning, policy formulation & analysis, demographics, growth management, urban & landscape design, sustainability, cultural heritage, planning law, project & strategic management, and development industry best practices. A thorough knowledge of the Municipal Act, Planning Act, Heritage Act, Provincial Plans & Policies, Official/Secondary Plans and Zoning By-laws is required.

The successful candidate will need to be able to prioritize work and to work under pressure to meet multiple deadlines accompanied by the ability to exercise discretion and good judgement and maintain confidentiality. Excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality at all times is required. The successful candidate will have strong communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation and team building skills. An excellent working knowledge of Microsoft Office, SharePoint, Geographic Information Systems and other software application systems is required.

This position will be required to work after hours occasionally and may be required to attend Municipal Council meetings and any open public meetings requiring public engagement opportunities. The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable vulnerable sector check.

WAGE:

The wage scale for this position is Non-Union Grade 9: \$94,239.60 – \$110,237.40 annually.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.