



Town of Essex Director, Development Services

The Town of Essex is seeking applications from experienced, qualified persons for the position of Director, Development Services.

The Town of Essex is located in southwestern Ontario, approximately 28 kilometres southeast of the City of Windsor. It is one of seven lower-tier municipalities in the County of Essex with borders extending from the hub of the county to Lake Erie. Essex includes two urban centers (Essex Centre and Harrow) and two hamlets (McGregor and Colchester). These unique communities are surrounded by a thriving wine and agriculture industry and boast a wide range of recreational facilities, an excellent school system, and affordable living options. The current population of the Town of Essex is 20,427 (Source: 2016 Census).

Position summary:

As a member of the Senior Management Team, the Director provides leadership and direction in the areas of Planning, Building, By-law Enforcement, and Economic Development in accordance with various statutory regulations and policies and procedures. While working to continuously improve all aspects of Development Services to meet the ever changing needs of growing community the Director will provide strategic vision, leadership and expert guidance to the Town while ensuring short and long term plans are in place to maintain existing development and to accommodate growth.

Qualifications:

 The successful candidate will possess:

- A University degree in Urban Planning, Economic Development, or a related discipline
- Registered Professional Planner in good standing with the Canadian Institute of Planners and the Ontario Professional Planners Institute is desirable
- Minimum 10 years of progressive management experience in a public sector setting, preferably related to land development and community development/growth strategy
- Ability to interact skillfully and professionally with various internal and external stakeholders including staff, members of the public, Council, and others
- Exceptional people management skills and the ability to manage staff at all levels to ensure accountability and performance; coaching and mentoring, relationship/team building, conflict resolution, and motivation
- Analytical, problem solving and decision making skills; experience with budget forecasting and control
- Valid Class G Driver's License
- Ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public
- Extensive knowledge of land use principals in addition to knowledge of various applicable statutes, regulations, policy statements, processes, by-laws and best practices, particularly the Planning Act
- Knowledge of Building Code Act and related regulations

The Town offers a competitive salary and benefits package. Salary is commensurate with experience and qualifications. A detailed job description is available on our website at www.essex.ca/jobs. To explore this opportunity further, we invite qualified candidates to forward their resume and covering letter to Human Resources as listed below:

Mail: Manager, Human Resources 33 Talbot Street South Essex, ON N8M 1A8	Email: hr@essex.ca clearly indicating Director, Development Services in the subject line	Fax: (519) 776-8811
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Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for employment.

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Position Description

Position Title:	Director, Development Services
Department:	Development Services
Division:	Development Services
Reports To:	Chief Administrative Officer

Summary:

As a member of the Senior Management Team, the Director provides leadership and direction in the areas of Planning, Building, By-law Enforcement, and Economic Development in accordance with various statutory regulations and policies and procedures. While working to continuously improve all aspects of Development Services to meet the ever changing needs of growing community the Director will provide strategic vision, leadership and expert guidance to the Town while ensuring short and long term plans are in place to maintain existing development and to accommodate growth.

Position Roles and Responsibilities:

1. Core Result Area: Budgets and Finances

- Establish and prioritize overall department goals and objectives; prepare and administer annual capital and operating budgets and process revenues and expenditures in accordance with Town policies; annually evaluate the adequacy of service/processing fees/charges and recommend changes to Council;
- Prepare a revenue projection as part of the division budget and monitor status throughout the year, taking appropriate actions to ensure adherence to the approved budget;
- Develop, administer and manage the Division's overall annual budget;
- Recommend and establish permit fee rates for Council approval via a public process;
- Search for alternative funding opportunities related to urban and rural planning, and lead the development of the funding proposals and submissions;
- Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and stakeholders as needed.

2. Core Result Area: Planning

- Partner with other departments and community groups to receive input on planning related issues and communicate decisions to related groups;
- Provide professional planning advice and expertise to Council, senior management, the general public, and the development industry regarding all planning-related issues, including project consultation and issue resolution on policy planning and development review matters;

- Mediate, negotiate, and facilitate to resolve conflicts between competing interests (e.g., neighbourhood groups/developers; engineering/environmental issues, conflicting objectives of policies/guidelines), as needed;
- Develop, design, implement and analyze best practices related to collaboration, community engagement, and community development strategies;
- Act as primary Planning representative to Council regarding development applications and approvals, and community planning;
- Oversee Town-Wide Planning Projects.

3. Core Result Area: Building and By-Law Enforcement

- Oversee and provide guidance to Building and By-Law Enforcement;
- Maintain sufficient knowledge of the Ontario Building Code Act and Code to facilitate the cohesive administration and application of all applicable Codes, planning and land-use policies, and regulations;
- Provide leadership and direction in enforcement of municipal by-laws;
- Direct and lead community consultation;
- Liaise with other levels of government and external agencies to facilitate achievement of common goals and to leverage best practices.

4. Core Result Area: Economic Development

- Oversee and provide guidance and direction to the Economic Development Officer;
- Provide leadership in the development and implementation of the economic development strategic plan;
- Implement incentives for attracting and retaining business;
- Oversee the development and promotion of the Town's brand as it relates to economic and tourism development.

5. Core Result Area: People and Performance

- Provide leadership, support, advice and motivation to staff in developing, recommending, establishing and executing policies, programs and services in regular consultation with Council, stakeholders and the Chief Administrative Officer;
- Participate in the recruitment, selection, discipline and professional development of staff;
- Oversee the management and evaluation of consultants and other outside service providers;
- Create, interpret and promote policies and decisions to enhance overall performance;
- Facilitate processes with partners, staff across the corporation, all levels of government and other organizations;
- Develop, implement, analyze and assess customer service needs and priorities;
- Select, train, motivate and evaluate personnel; evaluate employee performance; work with employees to correct deficiencies;
- Work in conjunction with Manager of Human Resources to manage union/management relationships, including collective bargaining, grievances, etc.;
- Establish measurable and quantifiable goals and objectives to actively monitor performance;
- Encourage performance and personal development through training and mentoring.

6. Core Results Area: Communication and Reporting

- Prepare reports, make recommendations/presentations to CAO/Council, community groups, and the public as needed, demonstrating extensive functional knowledge and presenting clear recommendations for action;
- Direct efforts and activities to promote interest in the Department's programs, services and facilities, including engaging in promotion efforts with community groups and other organizations;
- Actively build and maintain positive, mutually beneficial relationships with the public, community and user groups, other departments and external stakeholders;
- Respond to queries from developers, elected officials, public, etc. on issues as required;

- Ensure that recommendations to Council appropriately balance all interests (e.g., social, economic, environmental);
- Serve as an initial point of contact for public and media inquiries regarding land use planning, building and economic development initiatives;
- Other duties as assigned.

Working Conditions:

- 35 hours per week
- Majority of work is performed in an office setting
- Interacts with employees, management, general public, other government agencies, boards
- High degree of competing priorities
- Regular interruptions
- Sitting, standing, walking
- Evening meetings required
- Some travel may be required

Skills and Qualifications:

- A University degree in Urban Planning, Economic Development, or a related discipline
- Registered Professional Planner in good standing with the Canadian Institute of Planners and the Ontario Professional Planners Institute is desirable
- Minimum 10 years of progressive management experience in a public sector setting, preferably related to land development and community development/growth strategy
- Ability to interact skillfully and professionally with various internal and external stakeholders including staff, members of the public, Council, and others
- Exceptional people management skills and the ability to manage staff at all levels to ensure accountability and performance; coaching and mentoring, relationship/team building, conflict resolution, and motivation
- Analytical, problem solving and decision making skills; experience with budget forecasting and control
- Valid Class G Driver’s License
- Ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public
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Core Competencies

Accountability	Ethics/Integrity
Analytical Thinking	Leadership
Building Relationships/Networking	Organizational and Environmental Awareness
Communication	Risk Management
Decision Making	Strategic Thinking
Developing Others	Teamwork