



**Village of Anmore
Manager of Development Services**

POSITION SUMMARY

The Village of Anmore is inviting applications for the position of Manager of Development Services. Reporting to the Chief Administrative Officer, this management team position performs a variety of managerial, supervisory and professional duties related to municipal planning and development, permits, licensing, building construction and inspection and bylaw enforcement. The successful candidate will also hold the position of Approving Officer for the Village.

CORE DUTIES AND RESPONSIBILITIES

- Responsible for all planning functions for the Village, including current and long-range community planning
- Provide advice to Council regarding development related queries and proposals
- Directs and coordinates the functions and workload within the building inspection, bylaws and licensing divisions

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Direct supervisory experience as a manager
- Ability to create and develop systems and programs that support the effectiveness and efficiency of development services
- Ability to build and maintain positive working relationships with other departments, outside agencies, applicants and the public
- Ability to successfully deal with multiple priorities, be flexible, and problem solve under pressure in a fast-paced environment
- An advanced level of written, interpersonal and communication skills
- Ability to confidently exercise considerable independent judgment and make sound decisions
- Proven team leadership skills
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 3-5 years' experience related to municipal planning and associated technical and operational functions, including working knowledge of municipal codes and regulations
- Completion of Grade 12 supplemented with post-secondary education in planning or a related discipline
- A post graduate degree in Community or Regional Planning would be an asset
- Eligible to be a member of the Canadian Institute of Planners and/or the Planning Institute of BC

This position offers an attractive salary and benefits package. Qualified applicants are invited to submit a covering letter and resume to Juli Kolby, CAO at:

Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

or via email to: juli.kolby@anmore.com

This opportunity is open for receipt of applications until 4:00p.m. Monday, March 21, 2016.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.