



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 85,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2021 - 43
Position:	Director Planning, Building and Development
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday 8:30am to 4:30pm
2021 Salary Range:	\$132,917 to \$166,146 per annum plus a comprehensive benefit package.
Date Posted:	July 12, 2021
Closing Date:	August 13, 2021 at 4:30 p.m.

The full job description for this position is attached. To apply online, please visit the City of Niagara Falls website at www.niagarafalls.ca (Select "Careers and Employment"). Applicants are invited to submit, in confidence, a detailed cover letter and résumé by: **Friday, August 13, 2021.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS

POSITION DESCRIPTION Planning, Building and Development

The following description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

OVERVIEW:

The Director of Planning, Building and Development is a critical position to drive the strategic and progressive growth for the City of Niagara Falls. The successful applicant will have a proven track record of driving quality investment in their communities, developing strong customer service approaches and a high performing team.

POSITION TITLE: Director of Planning, Building and Development

POSITION SUMMARY: Responsible for the full administration, budget and operation of the Planning Division and Building Division resulting in the growth management, land use functions and development of the Corporation. Provides leadership in the development of a strategic, integrated approach to community development that addresses the environmental, social, cultural and economic interests of the City.

RESPONSIBLE TO: Chief Administrative Officer

SUPERVISES: Chief Building Official, Manager of Current Development, Manager of Policy Planning, Executive Secretary

RESPONSIBLE FOR:

1. Lead all aspects of municipal planning and building as it pertains to growth, land use management, development and redevelopment and construction, including agreements, approvals, studies and public consultation. Formulate policies to direct short, medium and long term urban growth and settlement patterns and protection of land resources. Ensure policies and by-laws are consistent with Provincial and Regional plans.
2. Establish, prioritize and administer overall department goals for Building and Planning Sections. Prepare and administer annual capital and operating budgets. Project Department revenues and evaluate adequacy of application and processing fees with recommendations to Council.
3. Set corporate goals and policies, as part of the Senior Management Team, within Council's Strategic Plan. Implement strategic policy through the delivery of planning and building programs ensuring the efficient use of Department staff and financial resources.
4. Provide leadership, support and motivation to staff in the delivery and execution of by-laws, policy, programs and

services for sound land use management, urban growth and building leading to the economic well being of the municipality.

5. Provide professional planning advice and expertise to the Council, Chief Administrative Officer, senior staff and the building and development industries including issue resolution, project consultation, public presentations on various community planning and development matters.
6. Serve as expert witness, on behalf of the Corporation, on planning matters before the Ontario Municipal Board, Provincial Tribunals and legislative committees.
7. Liaise with senior government ministries and departments in advancing the City's planning and development interests. Provide senior staff with pertinent information for the filing and submission of applications, claims and assistance with provincial and/or federal jurisdictions.
8. Full staffing responsibilities including recruitment, selection, professional development and discipline of Planning and Building staff. Oversee and participate in the selection, evaluation and management of consultants and other outside contractors and service providers.
9. Attend City Council meetings and act as a representative at all other meetings related to Planning and Building services or as otherwise directed by the CAO.
10. As a member of the Senior management team provide department leadership in the support of the corporate vision, mission, and strategic priorities.

POSITION REQUIREMENTS:

Minimum is a university degree in Planning or allied subject.

Registered Professional Planner in Ontario and full member of the Canadian Institute of Planners.

At least 10 years experience in land use planning with demonstrated success at the senior management level.

Sound knowledge of relevant legislation at the municipal, regional and provincial levels.

Excellent presentation skills and strong written communication, research and report writing abilities and proven customer service skills.