



Regional District of Bulkley-Nechako

Deputy Director of Planning and Development Services

The Regional District of Bulkley-Nechako is seeking a qualified person to fill the position of Deputy Director of Planning and Development Services.

Reporting to the Director of Planning and Development Services, the Deputy Director assists the Director in overseeing and coordinating the operations of the Planning and Development Services Department, which provides the following services:

- land use planning and the regulation of land use and development;
- building permitting and inspection;
- bylaw enforcement;
- geographic information systems;
- parks and trails; and
- regional transit.

The starting wage for the Deputy Director position is \$56.03 per hour (2024 rate) and includes a comprehensive, competitive benefits package.

Responsibilities and Duties:

- Lead the coordination of development and review of Official Community Plans, policies, and regional growth strategies.
- Manage the implementation of regulatory bylaws and oversee development application processing.
- Oversee land use and development referrals from entities like the Agricultural Land Commission, Provincial Ministries, municipalities, and First Nations.
- Coordinate bylaw enforcement, including investigating complaints, issuing notices, and managing the bylaw notice dispute adjudication system.
- Lead Park and trail development projects and coordinate the allocation of grant funding for non-profit recreation service providers.
- Manage initiatives addressing regional planning issues, such as housing supply and community sustainability.
- Support the Director in staff training, professional guidance, and performance evaluations. Ensure alignment with regional policies and standards.
- Assist the Director in preparing and monitoring departmental budgets.
- Undertaking complex department work as required.
- Support the development and implementation of department policies to ensure operational efficiency, sustainability, and safety.
- Help develop work plans and strategies to meet the Board's strategic objectives.
- Provide policy, bylaw, and program development advice to the Director, including drafting reports and formal recommendations.



- Play a key role in the Emergency Operations Centre during emergency events.
- Perform other related duties as required and/or assigned.

Key Skills and Abilities:

- In-depth knowledge of land use planning, parks planning, land development, and sustainability principles.
- Strong ability to interpret and apply Provincial and local legislation related to land use, bylaw enforcement, and parks planning.
- Proficient in interpreting bylaws, maps, legal documents, land title information, and applicable legislation.
- Ability to coordinate the review and approval processes for land use, development and building in an effective manner including communication with the public and development community.
- Strong decision-making and problem-solving abilities, with creative and sound judgment.
- Excellent leadership and team management skills, with experience in coaching and mentoring staff.
- Ability to manage, lead, coach, mentor, and motivate staff in a team environment.
- Strong communication skills, both written and verbal.
- Proficient with MS Office, and graphic design software.
- Strong attention to detail and strong administrative skills.
- Excellent organizational, time management, and prioritization skills.
- Ability to work effectively under pressure, manage deadlines, and maintain productive relationships with stakeholders.

Qualifications:

- A degree in Planning or a related field from a recognized post-secondary institution.
- A minimum of 5 years of relevant experience, preferably in a local government context.
- An equivalent combination of education and experience may be considered.
- At least 2 years of experience managing teams.
- Membership or eligibility for membership in the Canadian Institute of Planners (CIP) or Planning Institute of BC (PIBC).
- Valid BC Drivers Licence (Class 5).

Applications will be accepted until 4:30 pm on Tuesday February 25, 2025.

Resumes should be addressed to:

Jason Llewellyn, Director of Planning and Development Services.

Subject Line: Deputy Director of Planning and Development Services.

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0.