

# Township of Southgate

## Job Description

Date of Update: <b>March 2024</b>	<b>Senior Manager, Development &amp; Community Services</b>
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## Section A: Position Description

### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Senior Manager, Development & Community Services	Supervisor's Job Title: CAO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes  Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department(s)/Division: Development & Community Services
Employment Status: Full Time Salaried Position	Pay Band: 2

### 2) Scope of Position (A maximum of three sentences.)

The Senior Manager, Development and Community Services for the Township of Southgate is responsible for overseeing and managing all aspects related to community development and services within the township. This includes planning and implementing strategies for the building department, land use planning, economic development, and community development and engagement. This position will provide strategic vision, leadership and expert guidance to the township to accommodate growth.

The Senior Manager works closely with various stakeholders, including government officials, community organizations, and residents, to ensure that the township's growth and development align with the needs and priorities of the community. Additionally, the Senior Manager plays a key role in promoting sustainable development practices and fostering a positive and vibrant community environment.

The Senior Manager, Development and Community Services reports directly to the CAO as a member of the Senior Leadership Team. The position oversees four small departments including the Building & By-law Department, Planning, Economic Development, and Recreation, Parks & Facilities. The Chief Building Official, Senior Planner, Economic Development Officer, and the Manager of Recreation, Facilities & Parks are direct reports to the Senior Manager.

**Responsibilities:**

- Sits as a member of the Senior Management Team.
- Responsible for all activities related to the Township's planning, building, by-law, economic development and recreation operations.
- Responsible and accountable for the management and representation of the departments and ensure strategic and operational alignment with the Township's Community Strategic Plan, and other such plans.
- Lead, manage and oversee the supervision of departmental staff including coaching/mentoring, performance reviews, training and development and discipline.
- Develop and recommend short and long-term departmental plans for all services that are provided by the department.
- Ensure delivery of services in the areas of responsibility meet regulatory requirements and internal quality control standards.
- Develop, recommend, coordinate and administer strategic department policies, procedures and standards specific to the division/service areas within the department.
- Responsible for the general operation and budgetary components of the department.
- Work with municipal lawyer in the drafting, approval and execution of all legal agreements related to planning and development.
- Oversee the planning work of the Township, including working with other levels of Government (Grey County) and agencies (eg. Conservation Authority) on all matters related to planning.
- Develop and maintain the Township Official Plan and Zoning Bylaws and implement Development Charges for the Township.
- Provide oversight for the Building Services team including the roles of Chief Building Official and Building Inspectors.
- Lead, guide and manage the development, monitoring and execution of initiatives that advance the Township as a place to live, work and visit.
- Manage and oversee the support of local businesses and new commercial/industrial developments.
- Work with a variety of public agencies and other organizations in relation to economic development, planning, development, building and recreation.
- Review planning and building applications on occasion to ensure compliance and provide technical advice to staff and/or the public.
- Coordinates all aspects of the operation of the municipality's community and development services.
- Develop and implement short and long-term business plans for parks, recreation and programming activities and events.
- Oversee the development and implementation of programs for the cultural, social, economic and physical development of the community.
- Ensure an adequate level of service in the provision of Community Services Programs is provided by the Township.
- Oversees the preparation, presentation, monitoring and evaluation of annual capital and operating budgets as requested by the CAO and Council for the appropriate departments.
- Communicate and liaise with County staff, the Township's CAO, other internal contacts, and other external agencies and individuals involved in planning, development and community service issues as required.

- Assumes an active role in the structure, development, process, review and continuous updating of the Municipality's Community Strategic Plan.
- Participates with other senior staff, in development of proposals, committees and task forces as required.
- Report regularly to Council on matters relating to the department, answer questions, respond to and handle public inquiries and complaints as needed.
- Attend evening meetings as required.
- Performs other duties that are assigned by the CAO or through the Council and its Committees.

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input type="checkbox"/> High School	
<input type="checkbox"/> Vocational School	
<input type="checkbox"/> Community College	
X University Degree	Preferably in Planning, Building or related discipline.
X Individual Courses	Experience and/or formal training in Municipal Administration, Ontario Building Code, Planning.
	Professional designation as a Registered Professional Planner with membership in C.I.P./O.P.P.I. an asset.
	and/or
	C.B.C.O. Certification and Provincial designation & qualification an asset
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
X Yes	<input type="checkbox"/> No

### 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
- Administration and Management	On the job training with experience
- Finance	On the job training with experience.
- Legal/Legislative/Procedural	Training, seminars & webinars

### 3) Work Experience

Experience	Min. Years Required
- Planning and/or Building experience	5 years
- Previous Municipal experience	3-5 years
- Previous management experience	3-5 years
- Economic Development experience	Would be an asset
- Project management experience	Would be an asset

<ul style="list-style-type: none"> <li>- Knowledge of effective report writing techniques</li> <li>- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS</li> </ul>	Would be an asset 3-5 years
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#### 4) Other Key Skills:

<ul style="list-style-type: none"> <li>- Strong skills in communication, time management, organization, computer literacy and problem-solving.</li> <li>- Proven ability to lead and contribute to an effective and dynamic team.</li> <li>- Good interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.</li> <li>- Excellent oral and written communication skills for preparing and presenting planning reports and projects</li> <li>- Computer and software application skills.</li> <li>- Team player with good time management skills.</li> <li>- Ability to work on several projects or issues simultaneously and manage projects effectively and meet firm deadlines</li> <li>- Creative problem solving skills</li> <li>- Knowledge of Federal, Provincial, County and related agency's complex and changing statutes, regulations and by-laws as they relate to the municipality and planning &amp; building services.</li> </ul>
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#### 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Subordinates	Frequently		
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Frequently		
Depart. Head (my dept.)	Frequently		
Depart. Head (other dept.)	Frequently		
Staff other municipalities	Occasionally		
CAO	Frequently		
External Contacts	Frequency	Purpose	Method
Ratepayers	Frequently		
Children/Students	Seldom		
Seniors	Occasionally		
Suppliers	Seldom		
General Public (Not residents)	Frequently		
Business representatives	Frequently		
Consultants, Engineers, Planners	Frequently		
Auditors	Seldom		
Solicitors	Occasionally		
Funding Organizations	Seldom		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Occasionally		
Media	Occasionally		
Ratepayers Groups	Occasionally		

**Interpersonal skills:**

Ability to maintain confidentiality.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, officials, community groups, and the general public.

**6) Decision Making**

Works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations.

**7) Problem Solving Responsibilities**

Problems frequently require a decision that follows regulations, policies, and procedures. Uses Municipal Act, Planning Act, Ontario Building Code, Provincial Policy Statement, Municipal By-laws and resolutions of Council which are all part of the framework to create solutions and resolve problems.

**8) Equipment & Technology Utilized**

Computer and other standard office equipment.

Software knowledge of GIS mapping, Word, Excel & Power Point

Municipal Software – Property, taxation, accounting, etc.

## **Section C: Responsibility**

**1) Program Delivery**

Responsibility for Planning, Economic Development, Building, By-Law and Recreation operations and their program delivery.

**2) Impact and Accountabilities**

Accountable to CAO, Council and general public.

Errors can have an adverse impact on financial resources, departmental & program effectiveness, public perception & relations and potential for serious political & legal problems.

**3) Supervision**

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
Economic Development Officer	1
Senior Planner	1
Chief Building Official	1

Recreation, Parks & Facilities Manager	1
<b>Indirect Subordinates or Support Staff – Job Titles</b>	<b>Number of Staff</b>
Building Staff	3-5
By-Law Staff	1
Recreation Staff	3-10
Planning Staff	2
<b>Provides training/instruction to others --Job Titles</b>	<b>Number of Staff</b>
Other Department Heads & CAO	
Council	
Public	

#### 4) Material and Information Resources

- Municipal Act
- Planning Act
- Ontario Building Code
- Provincial Policy Statement
- Environmental Protection Act
- Clean Water Act
- Species at Risk Act
- Source Water Protection Act
- Southgate Policies and Procedures
- Municipal By-Laws
- Municipal and County Official Plans and Zoning By-laws
- Conservation Authority Agreements

#### 5) Financial Resources

Responsible for Departmental budgets.

## Section D: Working Conditions

#### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing			x		
Noise Exposure		x			
Adverse Temperature		x			
Pushing/Pulling	x				

Lifting/Carrying	X				
Dust		X			
Odours		X			

## 2) Health & Safety Hazards

Sitting for long periods.  
Job sites where hard hats and work boots may be required

### Health and Safety Responsibilities

Responsible for working safely by following rules, training, and discipline as required.  
Responsible for working in a safe manner.

## 3) Travel

Attend evening council meetings or other evening public meetings as necessary in varying weather conditions.

Attend workshops, training, meetings, as required to keep current.

Use of a personal vehicle for business travel is a requirement of the position and is compensated.

## 4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

## 5) Mental Environment

Busy office environment (open concept: lack of privacy, distractions and interruptions, background noise).

Working hours vary (required to attend evening meetings)

Position deals with angry people (customers) on occasion not willing to hear what you have to say.

Shift attention from one task/activity to another based on demands of the position or others.

Required to work in a complex mental environment involving political issues, conflict, customer demands, public criticism, with several priorities.

# Section E: Effort

## 1) Mental Effort

Works with under the stress of continual public and inter-departmental contact and the pressure to meet strict deadlines.

Multiple demands/deadlines.

Requires high level of mental effort to make recommendations, ensure compliance, conduct research, solve problems, deal with personal financial issues and deal with people.

## 2) Physical Effort

Minimal physical effort.

## Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

### Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_