

The Corporation of the Town of Kirkland Lake is seeking a

## **DIRECTOR OF DEVELOPMENT SERVICES**

Full-Time / Non-Union

### **Position Overview:**

- Under the direction of the Chief Administrative Officer, and as a member of the Senior Management Team, this position is responsible for the leadership, management and operation of four divisions:
  1. Building & Property Standards
  2. Economic Development
  3. Waste Management
  4. Planning

While working to continuously improve all aspects of the Department to meet the ever changing needs of the residents 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.

- **Hours of work:** 35 hours per week
- **Compensation:** \$97,406 to \$116,091 per annum (commensurate with experience)
- **Employee Perks:** Excellent benefits package, pension plan, access to an EFAP, reduced rate for memberships at the multi purpose Joe Mavrinac Community Complex

### **Minimum Qualifications:**

- A relevant University degree such as Public Administration, Community Development, or Bachelor of Commerce.
- Minimum five (5) to seven (7) years of progressive management experience in a public sector setting, preferably related to land development and community development/growth strategy, and planning.
- Ability to interact skillfully and professionally with internal and external stakeholders including staff, the public, Council, business, upper levels of government, etc.
- Exceptional people and management skills with the ability to manage staff at all levels ensuring 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.
- Ability to coordinate, analyze and utilize a variety of reports and records.
- Ability to communicate effectively, verbally and in writing.
- Extensive knowledge of land use principals in addition to knowledge of applicable statutes, regulations, policy statements, processes, by-laws and best practices.
- Knowledge of Building Code Act and related regulations.
- Criminal Record Check satisfactory to the Town required.

### **How to Apply:**

Qualified candidates are invited to visit the Town's website at [kirklandlake.ca](http://kirklandlake.ca) >> "Town Hall">> "Career Opportunities" to submit their résumé (complete with covering letter) in confidence by **Thursday, November 25 at 2:00 pm.**

**We thank all applicants for their interest; however, only those under consideration will be contacted.**

**Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.**

**The Town of Kirkland Lake is an Equal Opportunity Employer  
Accommodations for Candidates with Disabilities are available upon request.**