



## **CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Full Time Non-Unionized** opportunity in the **Building Standards Department** for an experienced and motivated individual*

### **Manager of Zoning Services (JOB # J0217-0620)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 325,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Provides leadership and direction to the zoning team, including day to day operations and customer service. Ensures training, functional integration and team building is established and maintained amongst Zoning staff including performance measures and reviews. Continually seeks process improvement opportunities; maintains optimal delivery of all zoning services to successfully achieve departmental and Planning and Growth Management portfolio objectives in compliance with the Planning Act, Municipal Act, the Ontario Building Code and other applicable laws; sets policies, best practices and priorities relating to same. Leads, monitors and communicates changes to the COV consolidated by-law, Planning Act, Oak Ridges Moraine Act, Greenbelt Act and other applicable laws. As the Zoning Subject Matter Expert (SME) attends and represents the City at Ontario Municipal Board hearings; Civil Court sessions and internal / external meetings. Ensures the Director is kept apprised of all zoning matters/issues and provides assistance as required. Conducts research, prepares reports and contributes to budget requirements.

#### *Qualifications and experience:*

- University degree in Planning, Architecture, Geography or similar discipline or suitable equivalent.
- Eligibility for or full membership in the Ontario Professional Planners Institute or equivalent. Qualifications under the Ontario Building Code Act will be an asset.
- Minimum of five (5) years progressively more responsible related municipal experience, including a minimum of three (3) year supervisory experience preferably in a municipal environment.
- Thorough working knowledge of the requirements of the Planning Act, Municipal Act, Building Code Act and other Regulations and Applicable Law therein; knowledge of Ontario Municipal Board and court proceedings.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- Excellent management, analytical, organizational skills as well as the ability to deal courteously and effectively with the public, all levels of staff and related agencies.
- Knowledge of collective agreement administration and labour relations principles and practices.
- Highly developed interpersonal and communication skills, (oral and written), with the ability to effectively communicate at all levels of the organization; including highly effective negotiation, facilitation and conflict resolution skills.
- Ability to conduct oneself in a manner bestowing tact and diplomacy in political environment.
- Highly proficient in computer literacy utilizing MS Office software applications.
- Valid Ontario 'G' Driver's License in good standing with a reliable vehicle for corporate use.
- Ability to work outside normal business hours, as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Wednesday, May 10, 2017**.

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*