



CHESTERMERE

Job Description

Position Title:	Director, Community Growth and Infrastructure
Department:	Community Growth and Infrastructure (CGI)
Reports to:	Chief Administrative Officer

Position Summary:

As a member of the Corporate Outcomes and Strategy Team (COST), this position provides vision, strategic leadership of the Community Growth and Infrastructure (CGI) functional area, including; Infrastructure project and procurement management, Engineering, Geographic Information Systems (GIS), and Planning and Development services. This role is integral in building relationships with the community stakeholders and inspires and grow leaders within the Community Growth and Infrastructure teams.

Key Accountabilities:

Community Growth:

- Guides the development of bylaws, policies, plans and documents pertaining to efficient provision of infrastructure, engineering and municipal planning, development and safety codes services.
- Responsible for developing the departmental leaders to design and recommend strategies for short and long-term municipal development plans while creating efficiencies across the various divisions.
- Attends meetings of Council and committees, as required, and is entrusted with confidential information in the provision of technical, operational, and governance advice in the development and continuous improvement of municipal initiatives, Council priorities, and objectives.
- Maintains positive relationships with organizations and individuals representing builders and developers, including BILD Calgary and regional municipalities and other stakeholders.
- Supports the ongoing development of the Asset Management Program in support of levels of service informing capital planning and infrastructure maintenance.
- Ensures utility contracts are administered effectively and provide for fiscally responsible delivery of water and sewer services.
- Maintains a supportive Project Management Office to assist all organizational staff in delivering projects on time, on budget and with intended scope of work completed that comply with related procurement practices.

Leadership:

- Responsible for corporate leadership in developing corporate strategy as a member of the COST team. Expected to maintain strong collaboration and communication with the CAO, Council and other senior leaders in the organization, to ensure coordinated delivery of services.
- Represents COST by modelling the desired values, behaviours, confidentiality and professional consideration that contributes to a safe, ethical work environment and healthy team functioning, often in the role of a champion of change.
- Provides guidance, mentorship and coaching to team members ensuring that staff are given appropriate latitude for creativity within the bounds of accountability and regulatory compliance.
- Develops the annual City budget in collaboration with COST by developing priority-based budgets both within the assigned functional area, and by providing strategic analyses and budget recommendations for delivery of the corporate budget and presentation to Council.
- Appropriate and responsible use of confidential information; maintains confidentiality and security of all information related to the City.
- Demonstrates City values: **A-C-T-I-V-E (Accountable, Connected, Transparent, Inclusive, Viable, Ethical)**.
- Ensures a safe and healthy work environment for staff, visitors, the community and stakeholders, e.g., participates in workplace safety initiatives, participate in formal and informal worksite safety and environment inspections and audits, ensures compliance with the City's Health and Safety Management System, reports and assists in the analysis of near misses or incidents.
- Participates as a member of the Chestermere Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster.

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Last amended: July 2021

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

Required Education and Experience:

- Designation or degree in Engineering, or a Master's degree in Community Planning (City, Urban or Regional/Rural Planning). Consideration will also be given to those with at least one degree or designation in Architecture, Urban Design, Project Management with an equivalent combination of education and experience in a related field.
- Over 10 years of related and progressive municipal planning experience and financial oversight.
- Experience managing civil infrastructure projects and procurement processes that facilitate public and stakeholder engagement.
- Experience and education in progressively expanding leadership roles and implementing best practices for developing others.

Required Certifications and/or Documentation:

- Full membership (or eligibility for full membership) in the Canadian Institute of Planners or APEGA.
- Valid Class 5 Alberta Driver's Licence and Drive's Abstract deemed satisfactory by the City.
- Criminal Record Check deemed satisfactory by the City.

Expected Skills and Attributes:

- Advanced strategic, analytical, and critical thinking skills.
- Ability to solve problems, make decisions in ambiguity and negotiate solutions.
- Comprehensive knowledge of governance issues and local and regional economic trends.
- Excellent communication skills with the ability to anticipate and intercept obstacles to positive and effective working relationships with Council, staff, the public and other stakeholders.
- Proven leadership and coaching ability to guide staff through continuous improvements in growing and evolving environment. Skilled advocate at balancing the needs of staff with the needs of the City.
- Excellent business acumen, including proven budget management skills, grant and contract management skills and the ability to make effective decisions that are well-informed and that reflect the input gathered from stakeholders.
- Extensive and expanding knowledge of the Municipal Government Act, Alberta Land Stewardship Act, the Safety Codes Act, Land Use Bylaws, Engineering standards and other relevant municipal plans, provincial policies and federal regulations.
- Strong work ethic and highly motivated; ability to work in a fast-paced environment and respond to action requests and competing deadlines in a timely matter.
- Proficiency with MS Office (Word, Excel, PowerPoint, and Outlook).

Working Conditions:

- Normal office/remote office conditions; long periods of sitting, reading and concentration.
- Attendance at evening Council meetings and special committee meetings outside of normal office hours.
- Regularly working within the community, travel throughout the region occasionally.