

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager Improvement Districts & Land Use Planning

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

MSD|MCS| Municipal Advisory & Capacity Building

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Manager, Improvement Districts (IDs) and Land Use Planning is an experienced leader who inspires and leads a team of professional subject matter experts who provide guidance to municipalities and the public on land use planning, and who fulfill the ministry's legislated obligation to administer governance of the province's IDs. This job supports municipalities to be fiscally responsible, collaborative, and accountable through governance, advisory services and capacity building supports.

The position is responsible for the direct management of four IDs and supports two IDs with elected or appointed councils and their related consultant contractors. To be effective, the incumbent must have political acumen as well as basic financial and municipal governance skills. Annual operational actions performed include the preparation of annual operating and capital budgets, financial information and statistical returns, the preparation of annual budget and tax rate bylaws, monthly accounting for revenue and operating costs in collaboration with the ministry's Financial Services Branch, and managing contracts relating to assessment services for 5 IDs as well as for chief administrative officer services for two IDs.

The position also oversees the provision of land use planning advice to municipalities or municipal associations, internal ministry staff, the public, as well as related provincial ministries on how emerging provincial or federal policies impact municipal planning functions and their role. The manager leads the development of resources and training to support municipalities in complying with policy changes that impact land use planning.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. As per the *Municipal Government Act*, this position is responsible for the direct management of ID No 12 (Jasper National Park), ID No. 13 (Elk Island National Park), ID No. 24 (Wood Buffalo National Park) and ID No. 25 (Willmore Wilderness Park). The position also oversees the contractual relationship with consultants contracted to provide administrative services to ID 4 (Waterton) and ID 9 (Banff).

- Provide advice and support to ID's where the Minister is council, as well as to ID No. 4 (Waterton National Park) and ID No. 9 (Banff National Park) with advisory and appointed councils.
- Maintain effective relationships with municipal elected officials, chief administrative officers, auditors and financial officers in municipalities and IDs.
- Advise senior management about significant municipal concerns or emerging trends that may impact municipal financial health.
- Build collaborative networks with external stakeholders such as other levels of government to further support municipalities and IDs.
- Ensure municipal financial administration plans, tax rate and budget bylaws are prepared on a timely and accurate basis as per legislated and accounting reporting standards.

2. Provide leadership and advice on land use planning matters, through planning initiatives and cross ministry work to strengthen the capacity of municipalities

- Lead and direct professional staff to be a resource for municipalities, the Minister, ministry staff, the public and senior management on land use planning matters.
- Providing clarity on legislation, regulations, and procedural requirements for municipal planners on subdivision and development processes/appeals and regulatory frameworks from other ministries.
- Provide direction and leadership through participation in multi-stakeholder or cross-ministry initiatives that impact municipal planning.
- Analyze policy issues and report findings to address land use planning issues such as housing strategies, brown-field redevelopment, hazards mitigation planning, growth planning etc.
- Analyze report findings or policy issues and develop innovative recommendations including amendments to regulations or legislation to proactively address and improve land use planning.

3. Monitor compliance with the *Municipal Government Act*, the *Matters Related to Subdivision and Development Regulation*, and related provincial laws that affect land use planning.

- Oversee the development of resources, and reports/analysis on ministerial and municipal requests on land use planning matters with provincial impact.
- Empowering staff to develop and deliver training and resources to comply and support stakeholders when legislative and regulatory changes occur.

4. Provide leadership, direction and staff development to a team of professionals through inspirational leadership, shared vision, effective planning, communication, clear processes, supervisor, mentorship and performance feedback

- Lead and motivate a team of professional staff through coaching, professional development and leadership.
- Ensure a positive and productive working environment that engages staff and supports employee career growth and job satisfaction.
- Provide clarity on departmental goals, priorities, objectives and roles, to meet business plan objectives.

- Delegating assignments to staff as appropriate, ensuring that departmental standards and deadlines are respected.

Problem Solving

Typical problems solved:

The incumbent works within a politically sensitive environment with diverse stakeholders to make recommendations on how to effectively manage the Improvement Districts on sensitive issues that are often locally contentious and politically charged. Since ID governance involves external stakeholders, the position requires a high level of problem solving and agility to constantly re-evaluate emerging circumstances.

Due to the frequency of interaction with local elected councillors, senior management staff are relied upon to confirm direction to assist in clarifying roles and problem solving. In situations where policy decisions will impact municipal planning functions, the role of the Manager is to help analyze the options to advise municipal officials and the department on viable solutions.

The provision of planning advice and recommendations requires continuous and extensive interaction with external stakeholders, other provincial ministries and internal clients. The key to success is to establish and maintain relationships and trust with others in a complex environment.

Problem solving will be at a high level that will require the application of systems thinking, innovative thinking and evidence-based decision making to develop implementable solutions to complex and sensitive planning issues. The position requires the ability to understand government direction, identify key components of an issue and facilitate information exchange. Additionally, the position requires the ability to understand and incorporate other ministry and external stakeholder perspectives as part of the formulation of integrated policy solutions. The position will require the application of a systems approach to address issues management and policy development.

Types of guidance available for problem solving:

Legislative guidance is provided through the *Municipal Government Act*, PSAB accounting rules, as well as professional organizations. Guidance is also provided by the Ministry Senior Executive Management, the Director of Municipal Advisory and Capacity Building, advisory and other technical staff, as well as collaborating with other divisional staff and Legislative Services (as needed).

Direct or indirect impacts of decisions:

The position requires a solid understanding the interrelated goals, strategies and programs of Municipal Affairs and the Government of Alberta. This is vital to ensure ongoing municipal issues and relationships are managed effectively and align with the strategic direction of the ministry and province. A high degree of professionalism and sensitivity is required as the position deals with senior executive management on a frequent basis on confidential matters and also involves the supervision of professional staff. The position conducts inquiries on behalf of the minister and senior management regarding politically sensitive matters with responses and recommendations aligning with legislation, policies and program standards to be made within tight timelines.

The position liaises directly with the public, representatives of municipalities, municipal associations, professional associations, etc., and thus superior skills are required in building and maintaining positive working relationships with external stakeholders.

The position demands a high level of creativity, originality and innovation to determine the best course of action to produce optimal solutions as well as independent research and the ability to define issues, identify implications and develop creative and appropriate solutions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Director - Daily - To obtain background information, direction and timelines related to the departmental

goals, issues, action requests, and other duties. Also to advise on upcoming issues and status of programs that may require management input.

Assistant Deputy Minister and Executive Director - Monthly/Weekly - To advise on emerging issues and critical issues that may require immediate attention of senior management, and to receive direction in order to move forward or complete projects, and to mitigate critical issues.

Deputy Minister and Minister- As required- May need to attend meetings along with ID Council members.

Financial Services & Corporate Services - Daily - To advise on ID operations that impact the regular financial reporting including grants, ID tax rate and assessments, budgets, contract management, invoices review and approvals; and support the ministry's agency governance for ID appointments where applicable.

Municipal Services Division Staff - Daily - To provide opportunities for training in, and updating, dispute resolution skills, tracking of municipal disputes, and to provide advice on best practices when developing education resources and professional development sessions.

Legal Services Staff - Monthly - To obtain legal advice relative to issues related to local governance, legislation, case law and materials relating to arbitration and administrative tribunal procedures.

Other Ministry or Government Staff - Daily or Monthly - Strategic discussions, responding to information requests, provide support or facilitation when and as needed.

External

General Public - Daily - Information on programs and municipal governance.

Municipal elected and appointed officials - Daily - Determine emerging issues and the level of support required from all program areas.

Federal and other provincial governments- Occasionally - Provide timely advice and information regarding governance and management. Consult and collaborate on projects within respective jurisdiction and attend meetings to address issues.

Professional associations - Meeting attendance - quarterly- to build relationships and networks with key external profession organizations.

Contractors and subcontractors - Weekly when a contract is active - Provide advice and obtain contracted expertise on projects where required and direct and work with consultants on projects when required.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	Other

If other, specify:

Urban and Regional Planning (preferred but not required)

Job-specific experience, technical competencies, certification and/or training:

- Six years of progressively responsible related experience in public administration, and municipal land use planning and municipal governance; equivalencies will be considered.
- Leadership and extensive experience and knowledge of municipal government operations and governance, and stakeholder management.
- Working knowledge of the *Municipal Government Act* and its application in municipal matters.
- Experience working with senior management, municipal elected officials and external stakeholders.

- Membership in the Alberta Professional Planners Institute and/or the Society of Local Government Managers of Alberta is preferred but not required.
- Designation or certification in land use planning or municipal administration is preferred, but not required.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	

Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Manager, Land Access and Development (M410-22)
 Manager, Financial Operations and Reporting, Agriculture and Forestry (M410-28)
 Manager, Codes and Standards (M410-07)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature