



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
DIRECTOR, DEVELOPMENT SERVICES
(PERMANENT, FULL-TIME)
DEVELOPMENT SERVICES GROUP
FILE #: 2025-35

The Human Resources Department is currently accepting applications for the position of Director, Development Services. Reporting to the Chief Administrative Officer (CAO), the Director of Development Services is responsible for the direction and management of the Development Services group, consisting of the Planning, Building, Engineering and GIS departments. The Director recommends, develops, and implements policies and strategies, coordinates and evaluates development proposals, and acts as an advisor and consultant, providing advice and support on planning, building and engineering matters.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Civil Engineering (with a current Professional Engineers of Ontario licence) or Planning (with membership in, or eligible for full membership in, the Canadian Institute of Planners (CIP) with designation as a Registered Professional Planner (RPP)) or a related discipline or equivalent combination of education and experience, required.
- A minimum of five years of senior management experience within a municipal environment, required.
- Extensive knowledge of Prince Edward County and its history, opportunities and challenges, preferred.
- Experience testifying before the Ontario Land Tribunal, an asset.
- Extensive knowledge of Municipal, Planning, and Building procedures and principles, with an in-depth understanding of the *Ontario Planning Act*, the *Development Charges Act* and the *Ontario Business Corporations Act*, including techniques used in development, engineering, land use planning and building services.
- Demonstrated ability to establish and maintain effective working relationships with residents, community leaders, business owners and government agencies.
- Highly developed communication and public relations skills; strong presentation and writing skills; ability to effectively communicate municipal priorities and interests.
- Ability to successfully lead negotiations and meetings with high level facilitation in a complex regulatory environment with many competing interests, together with conflict resolution skills and the ability to identify and solve problems and make decisions.
- Experience in policy formulation, development review, and processing applications, such as plans of subdivision and condominium, site plans, consents, rezoning and minor variances.
- Strong project management skills with proven ability to multitask and proactively manage competing priorities, with organizational skills necessary to excel in a high pressure, fast paced environment with tight deadlines.

- Knowledge of research methodology and statistics, management practices, budget development and administration, contract and grant management, and real estate practices.
- Ability to handle confidential and sensitive information in an appropriate manner with the ability to exercise tact and diplomacy with a high degree of judgment and discretion
- Proficient in Microsoft Office applications, knowledge of GIS mapping applications, file management, digital communication tools and devices and other related applications.
- Valid Class “G” Ontario driver’s licence in good standing.

Supervision:

- This position is responsible for the supervision of the Manager of Planning, the Manager of Engineering, the Chief Building Official, the GIS Supervisor and the Executive Assistant.

Work Environment:

- Works in an office setting, and interacts with staff, consultants and the public, therefore may be subjected to interruptions throughout the workday. This position will require some flexible hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The current salary range for this position is \$149,910.98 to \$209,911.57 as per the Non-Union By-Law. Compensation also includes a competitive benefit package and membership in OMERS, a defined benefit pension plan.

Please submit your application prior to **4:00 pm on May 30, 2025**, to careers@pecounty.on.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1041.

The personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.