



Director of Development Services

The Town of Greater Napanee is seeking an experienced and dynamic individual to join our team as the Director of Development Services. This leadership position will oversee the Building and Planning Divisions, playing a key role in the growth, development, and land use functions of the municipality. The successful candidate will be responsible for guiding the Town's strategic approach to community development, ensuring the integration of environmental, social, cultural, and economic considerations in every project.

Key Responsibilities:

- Provide leadership in the administration, budgeting, and operations of the Building and Planning Divisions.
- Manage long-term growth and land use policies and oversee the development of municipal plans that support the sustainable development of the municipality.
- Develop and implement strategies to foster community development that aligns with environmental, social, and economic goals.
- Lead and inspire a high-performing team, ensuring excellence in customer service and operational efficiency.
- Present planning reports and proposals to Council and the Committee of Adjustment.
- Foster strong relationships with local citizens, stakeholders, government agencies, and the development community.
- Administer municipal development agreements, zoning bylaws, and land use policies, ensuring compliance with relevant regulations.
- Manage the provision of services provided by vendors/consultants for complex planning applications and municipal undertakings
- Represent the municipality in planning matters before the Ontario Land Tribunal.

Qualifications:

- 10+ years of experience in municipal management, with a focus on new development.
- Registered Professional Planner in Ontario.
- Strong understanding of Ontario Planning Act regulations and Ontario Building Code.
- Proven experience in planning and development law, including contract negotiation and interpretation.

- Experience presenting and providing evidence before Ontario Land Tribunal or similar tribunals.
- Excellent communication skills with experience collaborating with public agencies, citizen groups, and the development industry.
- A track record of successfully leading teams and managing complex projects.
- Strong written communication and report writing skills, with a focus on clear, concise, and effective presentations.

Salary Range: \$113,292 - \$132,536

Interested applicants should forward a resume and cover letter marked Director of Development Services File # 14-2025 to:

Town of Greater Napanee
Attn: Human Resources
99 Advance Avenue
Napanee, ON K7R 3Y5

Or hr@greaternapanee.com

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.