



OPPORTUNITY  
PROFILE

# DIRECTOR OF DEVELOPMENT SERVICES

[www.portalberni.ca](http://www.portalberni.ca)



## **THE ORGANIZATION: CITY OF PORT ALBERNI**

In the heart of Vancouver Island, connected by the sea, wrapped in a blanket of emerald moss, and cloaked in ancient history sits Port Alberni, a vibrant waterfront community with over 20,000 residents. Located within the traditional unceded territories of Tseshaht and Hupačasath First Nations, Port Alberni provides stunning nature views featuring the majestic Beaufort Mountain Range, the 48-kilometer long Alberni Inlet and the protected wetlands of the Somass River Estuary. It boasts terrific outdoor recreational opportunities and provides an excellent quality of life for residents and visitors.

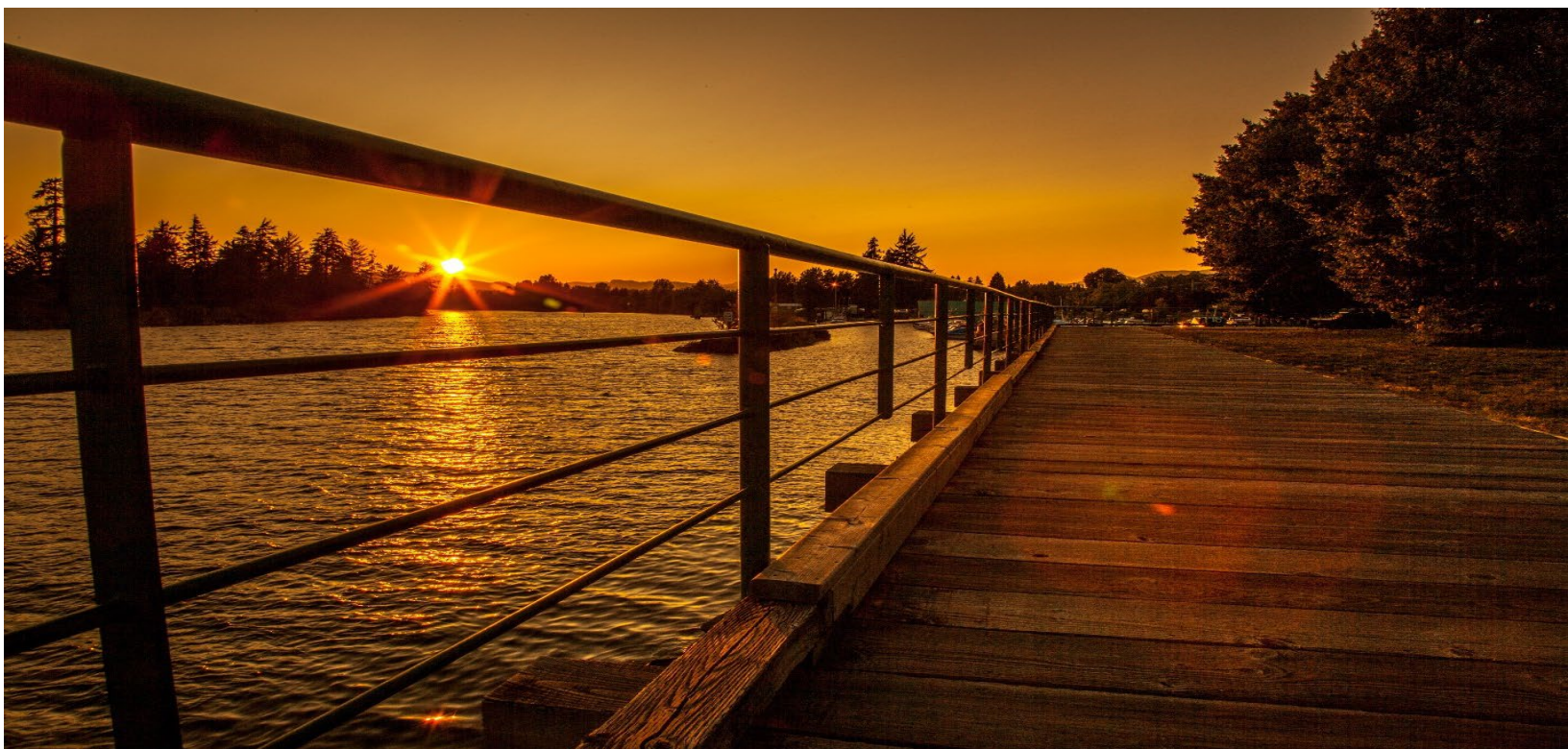
Port Alberni is the gateway to the Barclay Sound, and features North Island College, a state-of-the-art secondary school, hospital, and a well-developed mix of municipal recreational facilities. The community is minutes away from significant and diverse outdoor recreation opportunities including lakes, rivers, fishing and endless walking and biking trails. While forestry and related manufacturing have long been the mainstay of the Port Alberni economy, recent growth in tourism, marine industry, aerospace, the arts, and clean technologies is bringing new residents and innovative ideas to this beautiful valley. To learn more about Port Alberni, please visit [portalberni.ca](http://portalberni.ca), [chooseportalberni.ca](http://chooseportalberni.ca), [hupacasath.ca](http://hupacasath.ca) and [tseshaht.com](http://tseshaht.com).

The City is committed to enriching the quality of life of residents by creating a vibrant waterfront community, while holding firm to those qualities that make Port Alberni a unique and highly desirable place to live. This is a community proud of its heritage and excited about the future.



## **THE OPPORTUNITY: DIRECTOR OF DEVELOPMENT SERVICES**

The City is seeking a new Director of Development Services to join its leadership team. Reporting to the Chief Administrative Officer, this position will lead the City's planning and building teams to ensure the delivery of high-quality programs and services. We are looking for an experienced leader who is a results-oriented team player, has strong previous experience and is excited about working in a community that has many exciting projects ahead.



## ILLUSTRATIVE EXAMPLES OF WORK:

- Plans and directs the operations, systems and programs of the planning, business license, climate action and building functions including the supervision of staff.
- Manages and oversees the City's land use planning processes including application processing, preparation of required reports and bylaw amendments for Council consideration and issuance of permits.
- Ensures staff liaison with developers regarding the City's land development processes, presents plans or studies to the CAO and Council and manages the process of review, consideration and formal approval.
- Works with other department heads to gather input for planning policies and municipal development decisions.
- Manages the purchase, sale, subdivision and rezoning of City-owned properties in a manner that addresses the City's short and long-term strategic vision.
- Is designated as the Subdivision Approving Officer or Deputy Approving Officer.
- Prepares and presents capital and operating budgets; exercises control over expenditures.
- Identifies land use planning issues and leads staff in developing programs and implementing plans and policies through liaison with committees, community groups, other levels of government, consultants and members of the public and business community.
- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- Participates and leads safety and other meetings of staff on matters related to departmental work.





## THE CANDIDATE:

The Director of Development Services is an experienced and skilled leader who has a proven track record of delivering results and who is interested in being part of a dynamic team. The ideal candidate will have an inclusive and collaborative leadership style, a strategic, innovative and results-oriented approach, and a high level of political acumen.

## KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of Provincial statutes, including the *Community Charter*, *Local Government Act* and *Land Title Act*, and familiarity with the B.C. Building Code and related regulations.
- Thorough knowledge of the City's land development and land use regulatory policies and regulatory bylaws.
- Ability to plan, coordinate and supervise, directly and through delegation, the work of department staff.
- Ability to exercise sound judgment in decision making related to a variety of administrative, statutory, policy and management matters.
- Ability to interpret resolutions, agreements, official records, documents and related material.
- Considerable knowledge of the occupational hazards applicable to department operations and of effective safety control methods.
- Ability to establish and maintain effective working relationships with a wide variety of groups, including City staff, elected, business and union officials and representatives, and the general public.
- Ability to promote public involvement in development projects and initiatives.
- Ability to develop, interpret and implement policies and regulations required in the administration of the department.

## PREFERRED QUALIFICATIONS, TRAINING & EXPERIENCE:

- A Master's degree in Planning (or equivalent) as well as additional training or experience in public administration and building industry practices and a minimum of ten years' of related experience including leadership and supervision. A relevant combination of education and experience may be considered.

## TO APPLY:

Candidates may apply by forwarding a resume and cover letter to:  
[humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca). An initial review of applications will be done May 15, 2026, however the position will remain open until filled.

For additional information, including a full job description, please go to [portalberni.ca/employment-opportunities](http://portalberni.ca/employment-opportunities).

The salary range for this position is \$149,056 - \$171,039, and includes a comprehensive benefit package and flex day work schedule.





## **Job Description – DIRECTOR OF DEVELOPMENT SERVICES**

### **1. Nature and Scope of Work**

This position is responsible for complex leadership, planning, administrative and supervisory work involving responsibility for the operation of the Development Services Department, including the regulations and operations related to land use planning, land development, climate action and building code regulation.

As a member of the senior management team, the Director of Development Services is the chief advisor and consultant to the Chief Administrative Officer (CAO) and Council on a broad range of physical, social, economic, community land use planning and development matters.

The incumbent exercises a high degree of initiative, independent judgement and authority on planning and building development. Work performance is reviewed and evaluated by the CAO in terms of effectiveness of departmental operations and attainment of desired objectives.

### **2. Illustrative Examples of Work**

- Plans and directs the operations, systems and programs of the planning, business license, climate action and building functions including the supervision of staff.
- Manages and oversees the City's land use planning process including application processing, preparation of required reports and bylaw amendments for Council consideration and issuance of permits.
- Is the delegated authority to approve Development Permits and Minor Development Variance Permits.
- Ensures staff liaison with developers regarding the City's land development processes, presents plans or studies to the CAO and Council and manages the process of review, consideration and formal approval.
- Works with other department heads including the Director of Infrastructure Services, Director of Corporate Services, Director of Finance and Fire Chief to gather input for planning policies and municipal development decisions.
- Manages the purchase, sale, subdivision and rezoning of City-owned properties in a manner that addresses the City's short and long-term strategic vision
- Develops annual budgets of operational and capital expenditures for the Development Services Department.

- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- Ensures that staff are knowledgeable of the application and interpretation of applicable Provincial statutes, particularly the Community Charter, Land Title Act, B.C. Building Code as well as municipal regulatory bylaws including the Zoning Bylaw, Official Community Plan, Business License Bylaw, Development Procedures Bylaw and Building Bylaw
- Identifies land use planning issues and leads staff in developing programs and implementing plans and policies through liaison with committees, community groups, other levels of government, consultants and members of the public and business community.
- Ensures that staff work closely with and provide advice and technical planning information to the City's Advisory Planning Commission.
- Leads staff in preparing and presenting plans and policies on sensitive and complex issues to diverse audiences.
- Provides information and advice to other City departments, members of Council, developers, industry associations and the public on planning, building and business licensing policies, regulations and procedures.
- Ensures that staff respond to enquiries and resolve problems or complaints related to planning and development, business licensing and building inspection.
- Liaises with Regional Planning Staff on a regular basis.
- Actively participates in all aspects of the OH&S program including regular inspections, safety meetings, investigations and safety events; ensures that safe work practices are followed by employees.
- Is designated as the Approving Officer or Deputy Approving Officer.
- Performs related work as required.

### 3. **Required Knowledge, Abilities and Skills**

- Thorough knowledge of Provincial statutes, including the Community Charter, Local Government Act and Land Title Act. General familiarity with the B.C. Building Code and related regulations.
- Thorough knowledge of the City's land development and land use regulatory policies and regulatory bylaws.
- Ability to direct the operations of the Development Services Department and interpret resolutions, agreements, official records, documents and related material.
- Ability to articulate professional input and advice, and to implement action as directed
- Ability to exercise sound judgement in decision making related to a variety of administrative, statutory, policy and management matters.
- Ability to deal effectively with a wide variety of contacts, and to establish and maintain respect and confidence of authorities, officials, staff and the public.

- Ability to plan, assign and supervise the work of a medium size staff and perform duties with minimal supervision.
- Ability to establish and maintain effective working relationships with City, governmental, business and union officials and representatives, staff and the public.
- Ability to respond to complex, confidential and at times crisis situations in a timely and strategic manner and provide support to the CAO, and Mayor and Council as required.

4. **Required Training and Experience**

- A Master's degree in Planning (or equivalent) as well as additional training or experience in public administration and building industry practices.
- A minimum of ten years' related experience, including experience in senior level public administration, leadership and supervision.
- An equivalent combination of education and experience may be considered.

5. **Required Licences, Certificates and Registration**

- Membership in the Canadian Institute of Planners
- Valid BC Class 5 driver's license