



Manager of Development & Planning Job Posting

The Municipality is seeking a Manager of Development & Planning to lead municipal planning and development activities and provide professional guidance on a range of land-use and development matters.

As our Manager of Development & Planning, you will:

- Review and process development applications, including subdivisions, and variances.
- Provide planning advice on zoning, land use, policies, and municipal planning documents.
- Supervise, coach, and support the Municipal Planner while coordinating with key stakeholders.

Apply today and help shape the future of our community!

Submit cover letter & resume to:

Kellie Seaman, HR Generalist
kseaman@cumberlandcounty.ns.ca

Closing Date: October 1, 2026 at 1:00 p.m.

Visit our website for detailed position description and salary scale.

www.cumberlandcounty.ns.ca

Follow us on social media!

www.cumberlandcounty.ns.ca



Department of Development & Planning

Job Title

Manager of Development & Planning

About the Role

The Manager of Development and Planning is responsible for managing and coordinating the Municipality's land-use planning and development functions under the direction of the Director of Development & Planning.

The position provides professional advice and support to the Director, CAO, Council, municipal departments, developers, property owners, businesses, community organizations, and the public on matters relating to land use, development, subdivision, zoning, planning policy, municipal planning documents, and community growth.

The Manager, through appointment as a Development Officer, exercises delegated authority for planning and development applications in accordance with applicable legislation, municipal by-laws, policies, and plans. This position will be responsible for processing development permits and related applications, as well as reviewing and approving subdivision applications.

This position reports to the Director of Development & Planning.

This position supervises the Municipal Planner.

Responsibilities and Duties

- a. Manage the Municipality's day-to-day planning and development activities under the direction of the Director of Development & Planning.
- b. Supervise and provide direction, coaching, and support to the Municipal Planner.
- c. Evaluate and process planning and development applications, including subdivisions, development permits, variances, site plans, development agreements, and amendments to the Land Use By-law, Municipal Planning Strategy, and Subdivision By-Law.
- d. Serve as an appointed Development Officer and exercise delegated authority in accordance with applicable legislation, by-laws, policies, and plans.
- e. Provide professional planning advice and recommendations to the Director, CAO, Council, committees, applicants, developers, and the public.
- f. Lead or support the development, review, and implementation of municipal planning policies, land-use plans, by-laws, and long-term planning initiatives.
- g. Coordinate planning applications and development matters with municipal departments, provincial agencies, applicants, consultants, and other stakeholders.

- h. Prepare planning reports, recommendations, agreements, and other documentation for Council, committees, and municipal decision-makers.
- i. Provide planning-related guidance to developers, property owners, and the public and support effective public consultation and engagement.
- j. Manage heritage properties and Heritage By-Law applications.
- k. Monitor and advise on changes to planning legislation, regulations, and best practices affecting the Municipality.
- l. Assist the Director with departmental work planning, budgeting, policies, procedures, and service improvements.
- m. Identify emerging planning and development issues and provide recommendations to the Director.
- n. Include development duties in this position strongly
- o. Include coaching component
- p. Perform other duties as assigned or required.

Qualifications

- a. A degree from a recognized university in Planning, Community Design or an equivalent combination of education and experience. A master's degree is considered an asset.
- b. A minimum of five years' experience in a planning and development position.
- c. Supervisory experience or demonstrated strong leadership qualities
- d. Membership or eligibility for membership in the Canadian Institute of Planners (CIP) is preferred.
- e. Certification as a General Development Officer by the Municipal Development Officers Association of Nova Scotia, or willingness to obtain the certification within 36 months.
- f. Experience working with electronic permitting systems (i.e. LAMA).
- g. General GIS knowledge would be considered an asset.
- h. A valid Nova Scotia driver's license and current Driver Abstract Report.
- i. A satisfactory criminal record check.
- j. Excellent strategic planning skills.
- k. Outstanding conflict management skills.
- l. Thorough knowledge of Municipal By-Laws, and Provincial and Federal legislation related to development and planning.
- m. Highly organized.
- n. Ability to prioritize projects and workload.
- o. Demonstrated interpersonal and communication skills, including the ability to effectively present information to the public and Council.
- p. Ability to confidently exercise judgment and make sound decisions.
- q. Demonstrated proficiency in Windows operating systems and Microsoft Office applications.
- r. Experience in the public sector is preferred.

Salary, Benefits & Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	\$85,109	\$88,041	\$91,073	\$94,211	\$97,348	\$100,590	\$103,939

This is a full-time position based at the Municipality's office in Upper Nappan.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment; it can be found here:

<https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html>