



## Career Opportunity

### **Director of Development Services**

(Existing Vacancy)

**COMPETITION NO. 26-05-DS**

Are you interested in working for a progressive and growing rural municipality in Eastern Ontario? Are you seeking a lifestyle that balances access to urban amenities with all the benefits of world class outdoor recreation opportunities?

The Township of South Frontenac wants to hear from you!

With over 75 lakes, the Frontenac Arch Biosphere, and the Rideau Canal UNESCO World Heritage Site – and all just a 10-minute drive north of the City of Kingston, ON – the Township of South Frontenac offers a spectacular landscape and a growing community of 19,000 year-round residents and an increasing number of seasonal residents and visitors, in which to apply your qualifications and experience.

We are excited to invite applications for the role of Director of Development Services

As a valued member of our leadership team, reporting to the Chief Administrative Officer (CAO), you will play a central role in shaping and enhancing Development Services to meet the evolving needs of our growing community. In this role, you'll have the opportunity to reduce barriers, elevate customer service, and drive meaningful improvements by providing strategic vision, leadership, and expert guidance to our Building and Planning teams.

You will also serve as a trusted advisor to the CAO and Council, offering insight on planning, development, and building-related risks, opportunities, and legislative changes. Your work will directly influence the future of the community as you lead the development of major planning and community policies, guide long-term and operational initiatives, and oversee updates to the Township's Official Plan and Zoning By-laws.

As an ideal candidate for this role, you bring a university degree in planning, engineering, architecture, building science, or a related field, along with membership or eligibility for membership in a recognized professional association such as RPP, P.Eng., or a CBO designation. You have 7–10 years of progressive leadership experience in the public sector, ideally focused on community development, growth management, and rural planning. You are experienced in corporate and strategic planning, policy development, and leading cross-departmental collaboration, with a strong commitment to delivering excellent customer service. You have a solid background in budgeting, contract and grant administration, and a thorough understanding of Ontario's planning and building legislation. Your experience

**[www.southfrontenac.net](http://www.southfrontenac.net)**

***South Frontenac is a welcoming and thriving rural community***

includes development review processes and advancing economic development initiatives, while building strong relationships with stakeholders. You are a confident leader with strong negotiation and conflict resolution skills, capable of managing complex projects and competing priorities in a fast-paced environment. You communicate clearly and effectively, think analytically, and produce high-quality reports. You are also comfortable using tools such as Microsoft Office and GIS applications, and you hold a valid Class "G" driver's licence.

For a complete job description please visit the Careers section of our website at [www.southfrontenac.net/careers](http://www.southfrontenac.net/careers).

We offer a competitive annual salary range of \$123,281.60 to \$146,764.80, commensurate with experience, in accordance with the Salary Schedule adopted by Council and amended from time to time, in conjunction with a comprehensive benefits package designed to support your well-being and work-life balance. In addition to the OMERS pension plan, you'll have access to professional development opportunities that encourage continuous growth in your career.

We look forward to hearing from you by Sunday May 17, 2026.

Please email your Cover Letter and Resume to Human Resources at: [hr@southfrontenac.net](mailto:hr@southfrontenac.net) to indicate your interest in this position.

Only those applicants selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment, selection and employment process upon request.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Questions about this collection should be addressed to the Manager of Human Resources at ([jminaker@southfrontenac.net](mailto:jminaker@southfrontenac.net) or 613-376-3027).