

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(CITY MANAGER'S OFFICE – LOCATION – 71 MAIN STREET WEST)

CITY MANAGER

OVERVIEW

Accountable to the City Council for providing strategic leadership and guidance in the cost-effective administration of the Corporation's departments, programs and services in accordance with the policies and strategic plans established by Council.

RESPONSIBILITIES

Leads and guides the organization by providing corporate direction for the articulation of a vision and mission which reflects commitment to the provision of quality service to the residents of the City of Hamilton. Ensures that the strategic policy and planning frameworks, and individual departmental goals, are aligned with the corporate vision, mission and values as established by Council.

Leads the development and implementation of frameworks, approaches and initiatives to promote and advance a culture of excellence and innovation that permeates all aspects of the Corporation. Ensures the continued improvement and success of the Corporation by identifying and assessing alternative opportunities; and continually promotes and advances customer-focused, performance-oriented approaches and practices. Promotes long-term planning, and conceptualizes new initiatives that may ultimately lead to improved processes and practices across the Corporation in the future.

Provides effective liaison between the Office of the Mayor, Council and the Corporation, Committees of Council, Elected Representatives, as well as local Boards, Commissions and agencies, the provincial and federal governments, external stakeholders, and legislative authorities.

Builds sound and viable organizational structures to make optimum use of talent, technology and processes across the entire Corporation. Leads human, financial, and operational resources across the entire Corporation, ensuring that these are working in the most effective and efficient manner.

As the most senior executive of the Corporation, is authorized and is held directly accountable for effectively managing major financial commitments and risk on behalf of the Corporation. Prepares and presents regular financial and administrative reports to Council.

Leads the development and application of the appropriate frameworks and authorities to delegate the appropriate accountabilities to others, so that the Corporation's capabilities and capacity are maximized.

Works with the Office of the Mayor, Council, City staff and a wide range of resources in the community to expand both the City's economic base and the quality of life for all Hamilton citizens.

Responsible for ensuring internal controls in the form of policies, procedures and practices are developed and implemented in relation to the general and specific risks of the area and to achieve the objectives of safeguarding City assets; reliability of management and financial information; compliance with laws and regulations; efficiency and effectiveness of operations; and ensure that the internal controls operate effectively and continuously.

Oversees the administration of the Legal, Human Resources, and Audit Divisions who also reports and takes direction from Audit and Administration Committee on operational issues.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Progressive broad based management experience preferably from a municipal or broader public sector environment normally acquired through a University Degree in a related field or through an equivalent combination of education and related work experience.
2. Skilled in building partnerships inside and outside your organization.
3. Promotes a supportive environment, good morale and cooperation between team members.
4. Must have the skills, energy and enthusiasm to make the delivery of high quality services a reality.
5. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
6. Highly developed ability to articulate a vision, to lead and inspire others.
7. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominately unionized environment.
8. Demonstrated ability to effectively manage staff in a results oriented environment.
9. Demonstrated experience in the delivery of operational focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough working knowledge and understanding of statutes, regulations and by-laws affecting the Department.
12. Computer literacy in electronic mail, Internet, word processing and spreadsheet applications.
13. Demonstrated facilitation skills in order to build consensus.
14. Must possess strong interpersonal skills with demonstrated ability to deal effectively with staff, management, elected officials and the public.
15. Must have the ability to create an environment conducive to learning, innovation and appropriate risk-taking.
16. Must be a strong communicator, both verbally and in writing.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
