

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(GOVERNMENT RELATIONS & COMMUNITY ENGAGEMENT - - LOCATION – 71 MAIN ST WEST)

GRANTS & STRATEGIC PARTNERSHIPS CO-ORDINATOR

SUMMARY OF DUTIES

Reporting to the Advisor, City Enrichment Fund and Community Outreach. Provides confidential coordination support on a range of projects and issues affecting the operations of Government Relations and Community Engagement Division within the City Manager's Office. Co-ordinates activities within the Divisions and follows-up on outstanding confidential issues as appropriate. Is the prime liaison and coordinator to oversee and maintain the detailed City of Hamilton City Enrichment Fund by reviewing and updating the online grant system, application forms, instructions, booklets, policy and procedure document and makes necessary revisions to the grant process. Coordinates the work schedule and activities related to the City Enrichment Fund with respective Program areas, handles direct contact and communications with constituents, staff, and members of Council. In addition, coordinates various projects and corporate initiatives as required by the Director of Government Relations & Community Engagement. Works with a minimum of supervision on multiple activities and ensure deadlines are adhered to and established procedures followed.

GENERAL DUTIES

Assume responsibility for all office management details within the office of the Director of Government Relations & Community Engagement. Works independently, with minimal or no supervision, on multiple priorities and ensures deadlines are adhered to and established procedures followed.

Provides confidential administrative support and works independently on multiple activities within the Division and follows-up on outstanding issues as appropriate.

Prepares, composes and proof reads correspondence. Draft replies on non-routine matters for the consideration of the Director.

Responsible for co-ordination, organizing, monitoring, and controlling of the City Enrichment Fund Program and its six program areas by continuously updating grant applications, instruction booklets, policy and procedures documents.

Co-ordinates and monitors six City Enrichment Fund Program Managers' inputs, reports, and budget allocations; seeks feedback from them to formulate work plans for continuous improvement.

Responsible for co-ordination, organizing, monitoring and controlling of the City Enrichment Fund

Program on-line system by working directly with IT staff and communicating the design and workflow of the system.

Coordinate and follow-up on decisions made by the Grants Sub-Committee and Council. Work with Finance and the Program Managers as appropriate to ensure directions are completed on time and accurately.

Maintain partnerships and represent the City at the Hamilton Funders Group to ensure continuity in delivery of funds. Follows-up on Council approved recommendations to ensure staff implementation of same.

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Liaise with City staff and applicants on grants, service in kinds request and special requests through the Clerk's Division and the Mayor's Office ensuring quality service.

Gathers information and composes reports to Grants Sub-Committee, General Issues Committee, Audit, Finance & Administration Committee and Council.

On behalf of the Director, Government Relations & Community Engagement, directly liaise with elected officials, media, Senior Leadership Team, Department Leadership Team, internal and external contacts with respect to the Division's functions and the City Enrichment Fund Program.

Responsible to coordinate initiatives and project manage programs and proposals delegated by the Director.

Provide guidance, leadership and advice to technical, professional and management staff on Strategic Partnerships and Revenue Generation portfolio or City of Hamilton Corporate issues.

In conjunction with the Directors and management staff, design interview questions and devise relevant tests to establish candidate competency levels for the retention of junior staff/students. Participate in the interview process and candidate selection of junior staff/students.

Train/mentor Strategic Partnerships and Revenue Generation staff in City of Hamilton Corporate administrative matters and changing policies.

Undertakes research and analysis for the Director with respect to policy matters, budget material, grievance issues and departmental services/programs as they relate to financial operations. Discusses same with City staff for appropriate actions and response.

Prepare, compose and proofread correspondence and reports on a variety of matters, both confidential and routine. Draft replies on non-routine matters for the consideration of the Director.

Participate in and organize regular Department Management Team meetings and specific project events delegated by the Director by coordinating agendas, following up on action items, manage logistics and meeting delegations

Coordinate, review, research, prepare and track Standing Committee and Council reports. Input and updating of the Standing Committee's Outstanding Business List. Distribute Council Follow-ups. Coordinate and track action items to ensure staff are attending to the directions of Council.

Create and respond to communications, initiate investigations, react to political, media and public inquiries, and liaise with external agencies. Gather detail for the preparation of reports on a variety of matters, both confidential and routine. Prepare replies on non-routine matters for the signature of the Director.

Responsible for coordinating vacation and overtime requests, and performance reviews of staff.

Ensure timely processing of cheque requisitions, expense claims and review of same for accuracy of descriptions, account numbers, availability of funds and ensure appropriate terms of purchase and leases are exercised.

Monitor monthly expenditures for the office of the Director by reviewing monthly financial reports (Available Funds Report/Budget Variance Report). Investigate discrepancies and initiate corrections as required.

Monitor expenditures for grants by reviewing monthly financial reports. Monitor outstanding grant payments and take action, as required.

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Ensure payment of grants and invoices is finalized in a timely manner on PeopleSoft Financial system.

Co-ordinates and arranges all travel, conference and course arrangements, and follow-up as appropriate.

Develop and maintain confidential and information filing systems.

Assist in the acquisition and coordination of administrative/office services relating to office space, office equipment, computer and telephone systems.

Acts as contact person for Director's office ensuring information is disseminated to staff as needed. Takes minutes as required.

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.

Perform other duties without supervision which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Previous business office experience related to but not limited to the job summary above, normally acquired through the completion of an Office Administration Program and progressive work experience at a senior administrative level.
2. Must have superior organizational skills and demonstrate accuracy, speed and detail in the preparation of written communications.
3. Demonstrated experience in writing, co-ordination and preparation of reports.
4. Must be proficient in Business English, modern office practices and procedures and be familiar with City of Hamilton Corporate policies and procedures.
5. Must be proficient in the use of Microsoft Office Suite products to include Outlook, Word, PowerPoint and Excel. Experience and knowledge of PeopleSoft Financial, HR and Grant Administrations Systems.
6. Must possess excellent interpersonal skills to readily relate to internal contacts, the public and outside agencies with a pleasant manner and demonstrate initiative and the ability to carry out instructions without detailed direction.
7. Must possess maturity, initiative, good judgment and the ability to mentor junior staff and students.
8. Demonstrated ability to coordinate, delegate and review work of staff and resolve work-related problems.
9. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.
10. Must be able to work independently on complex projects and coordinate activities with internal and external contacts to promote smooth and efficient communication and information flow.

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