

CITY OF HAMILTON

FINANCE & CORPORATE SERVICES DEPARTMENT **(CORPORATE SERVICES ADMINISTRATION - LOCATION – 71 MAIN ST. W.)**

GENERAL MANAGER, FINANCE & CORPORATE SERVICES

OVERVIEW

Reporting to the City Manager, you will assume responsibility for all activities that fall under the scope of financial services (Treasury) and corporate services (Information Technology and Customer Service & POA). You are a strategic thinker who thrives in a demanding, results-oriented environment.

You possess a demonstrated record of strong leadership skills, ability to be an innovative/creative thinker, with a strong commitment to results. You favour a style of management that believes in delegating and empowering staff while at the same time providing guidance and leadership when necessary. You possess a high level of personal integrity and are an excellent communicator.

RESPONSIBILITIES

Responsibilities will encompass the following jurisdictions:

- Accounts Payable & Receivable
- City Clerks
- Current & Capital Budgets
- Customer Service & Provincial Offences Administration
- Fiscal Policy
- Information Technology
- Investments
- Legal Services
- Payroll & Pensions
- Purchasing
- Risk Management
- Revenues
- Tax Accounting & Billings
- Tax Collection

Goals and objectives include improving efficiencies, internal and external customer service, administrative streamlining, establishing long term continuous improvement principles, as well as, best practices.

GENERAL DUTIES

Provides professional opinion, advice and guidance to Senior Management, Standing Committees and Council on the delivery of the City's strategic plan, policies, programs and services.

Provides effective leadership in all areas of ongoing activity.

Develops and administers policies, procedures and practices consistent with achievement-oriented goals.

Ensures compliance with applicable Provincial and Municipal statutes as required.

Provides creative leadership through consultation with Directors and Managers of the Department; provides on-going coaching.

Builds and encourages staff commitment to strive for a consistently high level of performance in all areas of service delivery recognizing the underlying values of the corporation.

Encourages staff to utilize a technologically up-to-date approach to municipal administration and business practices.

Directs the preparation of the annual operating and capital budgets.

Develops policy and new program directions for implementation as approved by Council.

Prepares reports and recommendations, attends meetings of Council and Standing Committees to provide informed advice/opinion on relevant issues.

Provides leadership in short and long range planning activities for the Department by creating and applying a strategic vision consistent with corporate goals.

Participates as a member of the Senior Management Team.

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 ensures that the internal controls operate effectively and continuously.

Acts as Deputy City Manager on a rotating basis with other members of the Senior Management Team.

Ensures 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.

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.

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

QUALIFICATIONS

1. Progressive management experience in the field of business and policy administration normally acquired through a Degree in Public Administration, Business Administration or an equivalent combination of education and relevant work experience.
2. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
3. Highly developed ability to articulate a vision, to lead and inspire others.
4. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominately unionized environment.
5. Demonstrated ability to effectively manage unionized staff in a results oriented environment.
6. Demonstrated experience in the delivery of operational focused programs and services.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

8. Thorough working knowledge and understanding of statutes, regulations and by-laws affecting the Department.
9. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
10. Must possess strong interpersonal skills with demonstrated ability to deal effectively with staff, management, elected officials and the public.

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