

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT **(BUDGETS & FINANCE DIVISION – FINANCIAL PLANNING & POLICY)**

MANAGER, CAPITAL BUDGETS & DEVELOPMENT FINANCING

OVERVIEW

Reporting to the Direct, Budgets & Finance provides strategic policy advice and team / project leadership to a professional, multi-functional workforce engaged in delivery of services to the public and internal clients. Recommends broad financial and budgetary policies and long range strategies in the delivery of services to meet mandated goals and objectives.

Accountable for implementing divisional goals and objectives as well as establishing and achieving team/section goals and objectives through the effective and efficient use of financial and staff resources. Brings a "best practices" approach with a strong emphasis on customer service to all duties, activities and special policy projects undertaken.

Evaluates and reports on the section's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements financial and operating budgetary strategies to improve performance, effectiveness, efficiency and strengthen the corporation's financial position. Sets above average standards and leads by example.

Possess a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, team advocacy, empowerment and staff development, and are results orientated.

Possess strong written and oral communication skills combined with high personal integrity and professional commitment.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Capital Budgets & Development Financing Section within the Budgets & Fiscal Policy Division and delivery of the professional services and sound, strategic policy advice to meet the growing needs of Council, senior management, staff, the public, residents and businesses of the new City of Hamilton.

The Manager is accountable to the Director, Budgets & Finance for ensuring the Capital Budgets & Development Financing Section is provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

GENERAL & SPECIFIC DUTIES (INCLUDING, BUT NOT LIMITED TO)

Participate in strategic planning and direction of the Division as a member of the Division Management Team.

Provides creative team / project leadership through consultation with an effective divisional section / team.

Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Monitors the operations and projects within the section / team to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Provide professional consultation and sound policy advice, including reports, to Council and its Committees.

Attends public meetings and may be asked to present the city's position/actions to the public, media and outside government bodies.

Develops capital financing strategies and provide reserve management and long term debt policy services.

Develop and implement capital budget, development charges and local improvement computer system improvements.

Develops, coordinates and implements the preparation and publication of the City's annual \$200m Capital Budget and \$1.5 billion 10 year capital forecast and financing plan in accordance with policies and guidelines established by Council and in accordance with the requirements of the Provincial legislation.

Develops and maintains the City's \$350 million reserve portfolio and their associated funding strategies, policies, procedures and controls.

Develops and prepares quarterly capital budget variance reports as well as prepares financial strategies and policies for all of the Corporation's reports which have a significant financial impact for Council's consideration.

Develops, coordinates and implements the City's Development Charge By-laws and associated agreements.

Negotiates and resolves all development charge related disputes with affected stakeholders.

Participates as Finance lead on various Committees such as GRIDS, Portfolio Management, Development Charges Coordinating Committees.

Prepares reports, presentations and analysis for Council and internal staff of financial impacts of special projects.

Responds to issues and queries raised by Council, corporate management and the public.

Develops and presents the financial statements and strategies for the City's Housing Corporations and ensures that the City's financial guidelines, policies, procedures and controls are congruent with Housing's financial activities.

Develops and coordinates the City's infrastructure subsidy programs ensuring compliance with Council approved Capital Budgets and associated timetables.

Develops and maintains the Capital Budget and Development Staff section and ensures compliance to the sectional Strategic Plan.

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

QUALIFICATIONS:

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant management training and business administration experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or a recognized professional accounting designation or an equivalent combination of education and related business administration work experience.
2. Progressive senior financial and policy analyst experience with emphasis on budget process and taxation policies.
3. Working knowledge of municipal accounting principles (GAAP).
4. Working knowledge of Development Charge Act and Municipal Assessment Act.
5. Working knowledge of Planning Act requirements and Provincial and Municipal Housing regulations.

6. Working knowledge of roles and funding arrangements of provincial and federal governments.
7. Working knowledge of Loan Programs, Housing, Reserves and Reserve Funds and Purchasing.
8. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Demonstrated ability to provide effective leadership to a multi-disciplinary workforce supported by a thorough understanding of best management practices and issues affecting staff in program delivery.
11. Experienced in designing and delivering customer focused policies, programs and services.
12. Extensive analytical capabilities and negotiation skills
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough knowledge and understanding of statutes, regulations and by-laws tax policy.
15. Knowledge of collective bargaining process.
16. Excellent knowledge of computer software applications (Word, Excel, budget systems databases and Presentation Software).