

## CITY OF HAMILTON

### **CORPORATE SERVICES DEPARTMENT** **(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION - BUDGETS & FISCAL POLICY – LOCATION** **– 71 MAIN ST. W., 1<sup>ST</sup> FLOOR)**

#### **MANAGER, BUDGETS & FISCAL POLICY**

##### **OVERVIEW**

Reporting to the Director, Financial Planning, Administration & Policy, the Manager, Budgets & Fiscal Policy provides for the effective development, management and monitoring of the City's capital and operating budgets as well as provides stewardship over the City's 10-year capital budget and plans, multi-year operating budget and plans, financial and tax policies, development charge program and reserve management process. The Manager is the strategic financial link between the City and its stakeholders, advising on interpretation and compliance matters and ensuring staff members are equipped to meet the needs of client portfolio staff, senior management, individual Councillors, Committee and Council.

The Manager also provides strategic financial analysis and advice to ensure informed decision-making on City-wide, inter-program or service-specific policies, priorities and issues by all levels of management, Committee and Council throughout the year and assumes a leadership position on the development and implementation of presentations, performance reporting, Committee reports as well as effective management of internal and external inquiries.

##### **RESPONSIBILITIES**

Responsible for the portfolio of City's capital and operating budgets, by ensuring the provision of corporate financial planning, budgeting, financial management and control services and expertise to Council and senior management regarding the City's long-term capital budget and plans, and multi-year operating budget and plans, Ward Budget oversight, Development Charge program oversight, and operational budgeting processes. Keeping abreast of changing corporate strategies, priorities, policies and programs, Council priorities, and legislation likely to impact City policy and operations.

Responsible for effectively leading a skilled staff team in the annual evaluation, negotiation and recommendation of operating and capital budgets and plans that meet corporate guidelines/targets, and are consistent with Council direction/priorities, City service and operational needs, while being the most cost-effective use of City resources. The Manager will provide advice and leadership in the development of strategic and innovative approaches, strategies and techniques, including new budgeting and financial planning and management policies, guidelines, tools and controls, as well as the evaluation of existing ones, to ensure the prudent fiscal management and stewardship of the City's services and assets.

Responsible for providing strategic financial analysis and advice to ensure informed decision-making on City-wide, inter-program or service-specific policies, priorities and issues by all levels of management, Committee and Council throughout the year and assumes a leadership position on the development and implementation of presentations, performance reporting, Committee reports as well as effective management of internal and external inquiries.

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

Responsible for the overall management and performance of the Section as well as assumes lead accountability and responsibility for the Financial Management, Budgeting and Policy Process (capital, operating, Development Charge, reserves, policy). Responsible for the establishment of the strategic objectives, financial controls, quality assurance protocols and reporting mechanisms.

Responsible to implement and maintain an effective system of internal controls and create policies and procedures to comply with those controls. Monitors compliance to reduce internal and external risk as well as provides Council

and senior leadership strategic advice and recommendations on service levels, costing savings opportunities, staffing levels, etc.

Responsible for the effective management of the reserve fund and compliance with debt management objectives and controls as well as foster financial system optimization.

Oversees the development and management of the City's reserve and reserve fund strategy including maintenance and adherence to the City's policies, annual activity and funding status reporting, long-term forecasting, and financial system requirements and improvements.

Oversees the City's Development Charge Program including the Background Study and related policy development, revenue collection and reporting, long-term reserve fund and debt management, internal control structures to prevent cash flow deficiencies and financial system requirements and improvements.

Oversees the City's capital portfolio including the annual budget and forecasting process, integration with Corporate Asset Management practices, creation and monitoring of robust capital budget and debt management policies, documented standard operating procedures, appropriate internal control structures to prevent misappropriation of assets, long-term capital funding strategy, capital project and tangible capital asset accounting and financial system requirements and improvements.

Responsible for the effective management and coordination of debt issues, debt forecasting and debt policy management.

Acts as the representative for the Finance Department on corporate projects and initiatives that align with the Division portfolio, providing strategic financial advice and oversight. (Examples include but are not limited to the City's Community Improvement Plans, property and land development projects and complex capital projects).

Delivers accurate, timely, strategic, professional reports, presentations and materials for executive management and Council in accordance with City protocols and deadlines. Includes reviewing and approving "Financial Implication" language for special project Council reports, raising concerns to Director, where required.

Attends and provides subject matter expert advice and insight at City Council and Committee meetings as well as is responsible for the quality, accuracy and impact of the advice/ recommendations.

Keeps abreast of the City's changing strategies, priorities, and provincial/federal legislation to ensure that financial planning throughout the City is linked to strategic objectives and ensures ongoing adherence to Council approved financial protocols, controls, policies and procedures. Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Investigates best practices, conducts research and recommends creative solutions and policy amendments to support both long-term and short-term capital and operational plans as well as the promotion of efficient business practices.

Leads in the development and management of agreements and other applicable contracts, inclusive of negotiations and implementation of terms and conditions.

Provides leadership in the development, implementation and management of quality assurance protocols and financial reporting systems to ensure the reliability, accuracy and timeliness of key financial information.

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

Provides direction to staff in preparing analysis, modeling complex relationships between assessment, levies and tax rates as well as provides sound advice and scenario analysis for possible program and fiscal pressures in order to achieve financial targets as well as coordinates the consolidation of all budget information including levy and taxation rate impacts.

Develops presentations, reports and communication plans to ensure understanding and awareness of complex contentious issues.

Recommends tax policy strategies to Council on matters such as residential phase-ins, tax ratios, mitigation of reassessment shifts, area rated programs, low income and disabled tax deferral program, senior's tax credit and vacancy rebates. Develops and proposes policies for new tax policies.

Meets regularly with key departmental staff to ensure consistency of budget preparation, provide updates to guidelines and timetable.

Leads in the development and presentation of financial statements and strategies for identified stakeholders and ensures that the City's financial guidelines, policies, procedures and controls are congruent with financial activities.

Provides direction in the development and coordination of the City's infrastructure subsidy programs ensuring compliance with Council approved Capital Budgets and associated timetables.

Develops and nurtures a work environment that is inclusive, respectful and motivating for staff as well as develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Ensures that employees are provided with an 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 and procedures.

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 sound business administration experience normally acquired through the completion of a University Degree in Business Administration or Commerce and/or a recognized professional accounting designation and/or an MBA/CFA or an equivalent combination of education and related work experience.
2. Progressive senior financial and policy management experience with experience in overseeing the capital, rate and operating budget process.
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 Credit Rating agency assessment principles.
7. Working knowledge of debt instruments and financing.
8. Working knowledge of roles and funding arrangements of provincial and federal governments.
9. Working knowledge of Loan Programs, Housing, Reserves and Reserve Funds and Purchasing.
10. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking. Extensive negotiation skills.

11. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
12. 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.
13. Experienced in designing and delivering customer focused policies, programs and services.
14. Strong written and oral communication skills combined with high personal integrity and professional commitment.
15. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
16. Thorough knowledge and understanding of statutes, regulations and by-laws tax policy.
17. Knowledge of collective bargaining process.
18. Excellent knowledge of computer software applications (Word, Excel, budget systems databases and Presentation Software).

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

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