

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – BUDGETS & FISCAL POLICY – LOCATION
– 71 MAIN ST. W.)

SENIOR TAX POLICY ADVISOR

SUMMARY OF DUTIES

Under the general direction of the Manager, Budgets & Fiscal Policy, the Senior Tax Policy Advisor is responsible for the analysis, advice, development and reporting of complex Tax Policy issues including Reassessment and Area Rating.

GENERAL DUTIES

Investigate all tax policy options, model numerous complex scenarios and ultimately, in consultation with Senior Management, determine the options which are in the best interest of the City of Hamilton.

Review, analyze and interpret the Assessment Act, Municipal Act, Education Act (as it pertains to tax policy) and review ongoing Provincial announcements communicating future changes to legislation.

Project the impact of changes in tax legislation, policy decisions and sources of funding.

Research, analyze, report, present, make and defend recommendations with respect to the development of financial and property taxation policies.

Collaborate with municipal finance staff to analyze the implications of various tax policy options and make recommendations.

Present and graphically illustrate all impacts for easier comprehension of reassessment impacts for presentations made to Council, community groups (Chamber of Commerce, BIA's, Tenant's Associations, etc.) and ward meetings addressing taxpayers.

Prepare staff reports and make recommendations on financial policy issues in a manner that ensures Senior Management and Council understand the full range of potential, immediate and long-term impacts resulting from Council decisions.

Prepare staff reports and presentations on area rating policies and financial impacts of area rating detailing status quo and recommended changes.

Prepare staff reports and presentations on final tax impacts by property class.

Analyze reassessment impacts (status quo) and run various scenarios on the impacts of offsetting property class shifts based on available or anticipated mitigation tools.

Determine assessment growth and recommend possible scenarios on how it can be utilized.

Review legislation for possible impacts and mitigation methods.

Liaise with Provincial staff and staff from other municipalities.

Provide GIS staff with property-by-property information for mapping reassessment impacts on the City's Website.

Ensure other assessment information is updated on the City's Website.

Prepare communication pieces on reassessment impacts for media release.

Ensure Council is well educated to make an informed decision on tax policy that will ultimately be reflected on the tax bills.

Provide advice to Senior Management and staff on a broad range of financial issues.

Respond to Area Rating Sub-Committee requests for information, analysis and policy recommendations.

Determine how the City of Hamilton's property tax burden compares to other municipalities by current year results and the general trend over several years.

Maintain annual reports and presentations for quick reference and ability to report on historical tax policy trends such as average residential tax impact since amalgamation.

Respond to public inquiries with respect to tax policies.

Prepare and present data to front line staff to educate all on tax policy affecting the general public.

Support other Current Budget Section roles and responsibilities including the annual budget process and quarterly variance reporting.

Prepare budget presentation for Council broken down by major components such as reassessment, budget and area rating so that Council is aware of the driving factors and the 'whole picture'.

Participate on cross-departmental teams, and regularly act as corporate advocate, in discussions on development policy issues.

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

Lead various special studies and other corporate / strategic policy reviews of a financial nature.

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

QUALIFICATIONS

1. Advanced knowledge of fiscal strategies, finance and budgets normally acquired through the completion of a University degree in Business Administration, Commerce or Economics or an equivalent combination of education and relevant work experience.
2. Progressively responsible experience in financial analysis or property taxation as well as demonstrated proficiency in the analysis, design and implementation of complex computer applications such as databases and spreadsheets.
3. Extensive experience in presenting and defending issues and recommendations to varied audiences including members of the public.
4. Demonstrated ability to effectively manage projects and policy portfolios in a results oriented environment.
5. Highly developed analytical, technical, organizational and problem solving skills.
6. Excellent ability to conceptualize problems, build complex computer models and recommend appropriate policy solutions / responses.
7. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.

8. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough working knowledge and understanding of provincial and municipal statutes, regulations and by-laws pertaining to assessment, taxation and governance issues including the ability to interpret and explain complex legislation.
10. Knowledge of collective bargaining process.
11. Excellent knowledge of computer software applications, budget systems and emerging trends and related systems.

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