

CITY OF HAMILTON

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

DIRECTOR, FINANCIAL PLANNING, ADMINISTRATION & POLICY

OVERVIEW

Reporting to the General Manager, Finance and Corporate Services provides strategic leadership, through subordinate management, to a multi-functional workforce engaged in delivery of services to the City Council, the public and internal clients. Recommends broad budgetary and financial policies and long range strategies in the delivery of services to meet mandated goals and objectives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost effective manner. Instills a customer service focus in the division.

Evaluates and reports on the division's service, financial, administrative and staff performance against internal and external benchmarks. Design and implement strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

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

Possesses a high level of personal integrity and is an excellent communicator.

RESPONSIBILITIES

Assumes lead accountability and responsibility for the Finance & Administration, Budgets, Policy and Projects, and Investments Sections to meet the growing needs of staff, the public, residents and businesses of the City of Hamilton.

The Director is accountable to the General Manager, Finance and Corporate Services for the administration and overall management of Finance & Administration, City Operating and Capital Budgets and financial policy development which includes short and long-term financial planning, financial modelling, reserve policy and administration, intergovernmental finance policy and corporate financial plan design and implementation 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 Strategic Plan and Mission, Vision & Values.

GENERAL DUTIES (INCLUDING BUT NOT LIMITED TO)

Directs and manages the development and preparation of the City's Current and Capital Budgets.

Directs and manages financial studies, development and administration of City Development Charges, Subdivision Agreements and Local Improvements.

Directs and manages special financial studies and financial policy development including overall responsibility for the City Reserve Policies, Procedures and Administration and Capital Financing Policy Procedures and Administration.

Directs the review, analysis, and associated recommendations with respect to annual tax rates and policies.

Studies, develops and implements special programs as assigned by the General Manager by researching and preparing recommendations on behalf of the General Manager.

Directs and manages all activities relating to Investment of City Reserves and City owned Pension Plan reserves by ensuring all practices and policies conform to the Municipal Act and other relevant legislation.

Directs the preparation of information required for Bonding Agencies to review City Credit Ratings.

Through the Finance and Administration team and their Service Level Agreements with the Operating Departments, ensure that all Financial Reporting, Budgetary and project related requirements of the Operating Departments are met.

Responsible for preparation of the annual Financial Statements and for the development and streamlining of safe, secure and sound financial Business practices and transactions.

Participates in strategic planning and direction of the Department as a member of the Department Management Team.

Provides creative divisional leadership through consultation with an effective division management team.

Promotes teamwork and integration between units within the division and with other parties participating in cross-functional and cross program initiatives.

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 Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

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

Participates, and regularly acts as spokesperson, in discussions on debt, investments and long term financial policy issues.

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Monitors and examines market conditions and emerging trends that impact the Municipal sector.

Negotiates on certain projects the retainment of external consultants.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides professional consultation, including reports, to Council and its Committees.

Assumes role as Acting General Manager as required in the City Bylaw.

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 and 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. Proven knowledge of management principles, practices and theories in business administration, financial policy development and the management of the current and capital budgets 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 work experience.
2. Detailed understanding of financial software packages such as PeopleSoft.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Highly developed ability to articulate a vision, to lead and inspire others.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
7. Experienced in designing and delivering customer focused programs and services.
8. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, media, stakeholders and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the division.
10. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications.

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