

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – BUDGETS & FISCAL POLICY - LOCATION – 71 MAIN ST. W., 1ST FLOOR)

SUPERVISOR, DEVELOPMENT CHARGES, PROGRAMS & POLICIES

OVERVIEW

Reporting to the Manager, Budgets & Fiscal Policy, the Supervisor, Development Charges, Programs & Policies provides for the effective development, management and monitoring of the Division's Development Charges, Programs and Policies. The Supervisor will also act as the strategic financial advisor for the Development Charge Portfolio and Program providing advice on the financial performance and funding of services for the various Financial Portfolio as well as support the effective management of the various policies, procedures and programs.

The Supervisor also provides strategic financial analysis and advice to ensure informed decision-making on the effective management of the Development Charge portfolio as well as provide support to the various Financial Portfolio's in identifying inter-program or service-specific policies and priorities. The Supervisor will also proactively monitor legislation and industry trends in order to provide advice and recommendation to management, Committee and Council throughout the year. The Supervisor also assumes a leadership position on the development, implementation and management of policies and procedures as well as ensuring the effectiveness of applicable programs. The Supervisor also leads and supports and the development of presentations, performance reporting, Committee reports as well as effective management of internal and external inquiries.

RESPONSIBILITIES

Responsible for the development, implementation and oversight of the City's Development Charge Portfolio and Program as well as the Exemption Program's financial performance, overseeing compliance with financial planning and management policies and guidelines, and ensuring that City-wide controls are in place to fulfill the City's accountability responsibilities and financial stewardship obligations. The Supervisor will act as the strategic link between the Development Charge Portfolio and Program 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 Supervisor is also responsible for the oversight and management of financial policies and procedures, exemption program, multi-year operating budget process as well as financial and applicable tax policies.

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

Act as the strategic link between the Development Charge Portfolio and Program and its stakeholders. Advise on interpretation and compliance matters while ensuring staff members are equipped to meet the needs of client portfolio staff, senior management, individual Councillors, Committee and Council. Keep abreast of changing corporate strategies, priorities, policies and programs, Council priorities, and provincial legislation likely to impact City policy and operations.

Lead in the development and implementation of the City's Development Charges 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.

Lead in the development, negotiation and management of applicable agreements as well as the timely reporting of performance.

Lead in the development, management and control of financial policies and procedures to ensure desired outcomes are being achieved and is also responsible for the timely reporting of performance.

Lead in the implementation and maintenance of an effective system of internal controls, create policies and procedures to comply with those controls; monitor compliance to reduce internal and external risk. Provide Council and senior leadership strategic advice and recommendations on service levels, costing savings opportunities, staffing levels, etc.

Support the creation and maintenance of an integrated long-term financial plan for policy development, management and controls, internal and external financial communication strategy and corporate accountability framework.

Support the Financial Portfolio section in the development and management of 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.

Support the Financial Portfolio teams in the annual budget and forecasting process. Provide support to the City's Corporate Asset Management Program through alignment of Development Charge programs to growth initiatives, alignment of the capital plan to infrastructure needs, alignment of funding opportunities to infrastructure programs and the creation of controls to ensure compliance.

Support the coordination of debt issues, debt forecasting and debt policy management.

Act as the representative for the Finance Department on corporate projects and initiatives that align with the Division portfolio by 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).

Deliver accurate, timely, strategic, professional reports, presentations and materials for the executive management and Council in accordance with City protocols and deadlines. Includes reviewing and recommending "Financial Implication" language for special project Council reports, raising concerns to Manager, where required. Ensure understanding and awareness of complex contentious issues.

Attend and provide subject matter expert advice and insight at Departmental, Divisional and Committee meetings as well as is responsible for the quality, accuracy and impact of policy and financial advice as well as reports and applicable recommendations.

Keep abreast of changing Development Charge strategies, priorities, and provincial/federal legislation to support the Financial Portfolio teams to link to strategic objectives, and ensures ongoing adherence to Council approved financial protocols, controls, policies and procedures as well as support the respond to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Support the investigation of best practices, conduct research and supports the recommendation of solutions and policy amendments.

Provide oversight and management of applicable vendors to ensure the programs and services provided meet the needs of the Division and City.

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

Lead in the development and utilization of efficient budgeting and financial planning tools in order to ensure that information requirements are met while minimizing resource requirements.

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

Develop and nurture 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 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.

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, Commerce or Economics and/or a recognized professional accounting designation such as (CPA, CFA or MBA) or an equivalent combination of education and related work experience.
2. Experience managing people, with strong, professional communication and writing skills.
3. Working knowledge of Development Charge Act and Municipal Assessment Act.
4. Working knowledge of Planning Act requirements and Provincial and Municipal Housing regulations.
5. Highly developed analytical and financial analysis skills with a proven track record in financial modeling and long-term financial planning.
6. Working knowledge of debt management and financial control methodologies.
7. Highly developed knowledge and experience in accounting principles and practices as well as financial analysis, analytics, metrics as well as business case and planning development.
8. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
9. Able to communicate effectively at all levels of the organization, including verbal, written, listening; ability to prepare reports, presentation materials and present complex financial concepts effectively to non-financial audiences; effective facilitation, communication, presentation, interpersonal and diplomacy skills; ability to maintain confidentiality.
10. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section as well as a detailed understanding of the policy environment and government operations.
12. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
13. Strong understanding of the automated environment, with working knowledge of Word, Excel, PowerPoint, Outlook, PeopleSoft, other equivalent budget systems and software.

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

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