

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – CITY WIDE SERVICES - LOCATION – 28 JAMES ST. N., 3rd FLOOR)

SENIOR RECREATION PLANNER – CUPE 5167

SUMMARY OF DUTIES

Reporting to Manager, Business Support, the Senior Recreation Planner performs work related to the planning and development of innovative and creative recreation services, programs and facilities to meet the diverse community and City Wide needs. The incumbent will identify the need for, and develop, strategies and plans related to the planning, development and management of recreation facilities including property acquisition, protection and enhancement of recreation facilities. The incumbent will work in conjunction with other sections of the Recreation Division, other Divisions in Community Services, other City Departments and stakeholders to ensure inclusive and equitable access to recreational facilities and services for all members of the community.

GENERAL DUTIES

Provide Recreation planning project management duties and uses a 'best practices' approach to identify innovative and creative recreation services, programs and facilities to meet the diverse community and City Wide needs taking into consideration service delivery and property matters including legislation, policies, trends and cost benefit analysis.

Develops Terms of Reference and Requests for Proposals, participates in evaluating consultant submissions and recommending selection.

Assists with hiring and managing of professional and technical staff and consultants working on projects and initiatives related to city-wide/secondary/neighborhood recreation planning by identification of project tasks, schedules, and budget.

Recommends the approval of consultant work plans and improvements by monitoring and evaluating staff/consultant performance in carrying out project design, implementation and service delivery and initiating corrective/preventative discipline when appropriate.

Monitors project budgets in accordance with established Corporate/Departmental procedures ensuring that project expenditures are within budgeted levels.

Review and provide advice on community recreation implications of development applications related to official plan amendments, draft plan of subdivision, re-zoning, condominiums, part-lot control, site plans. Coordinates comments for Division; on planning applications and provides summary updates to the Director.

Reviews and comments on surplus lands including surplus school sites. Coordinate comments from the Unit/Section/Division; liaises with Manager/Director and when directed the Ward Councillor; prepares briefing notes for sites which impact Recreational facilities.

Reviews and interprets reports from other staff, departments and municipalities, community agencies, consultants and provincial ministries to review/evaluate impacts on recreation planning.

Provide technical advice and expertise by representing the City's community recreation interests on committee, at workshops and meetings.

Liaises with Landscape Architectural Services staff and provide recommendations for Parks Master Plans and parkland initiatives.

Conducts research for special studies and reports. Collects, evaluates and summarizes data, compiles and analyzes statistics. Prepares inventories, reports, feasibility and other studies, recommendations and briefing notes related to recreation planning.

Conducts site inspections for needs assessments and other projects, reports and studies as required.

Establishes and monitors service level indicators to enhance best practice service delivery levels and quality.

Develop and recommend new corporate and departmental goals/policies related to recreation planning ensuring integration and compliance with other corporate and departmental/divisional goals/policies including Neighbourhood Strategies.

Develops and recommends short and long range recreation capital planning related timelines, engagement strategies as well service goals and objectives based on the strategic direction of the organization and the department/division for consideration by Manager.

Prepares verbal and written presentations to management and Council and reports regularly on the status of projects, milestone achievements, fiscal status, change and risk management. Prepares recommendations and outlines preferred course of action.

Designs and implements strategies to ensure continuous feedback loops and to ensure public/external stakeholder input is considered and addressed in City Wide recreation planning initiatives and projects and that the best outcomes for the City are attained.

Translates legislative and planning policy requirements into practical terms.

Builds, fosters and maintains intergovernmental, interdepartmental and joint public/community partnerships and initiatives that support corporate and community recreation planning objectives.

Represents the City on various special projects with other levels of government, other agencies and special interest groups. Leads and/or participates in community and special project stakeholder project teams and consultative processes, to develop appropriate recreation planning strategies, implementation requirements and continuous feedback loops.

Represents the City at public meetings, open houses and community stakeholder meetings with respect to recreation planning issues. Participates in integrated planning initiatives and conducts public consultations.

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 major responsibilities of the job.

QUALIFICATIONS

1. A University Degree in Urban/Regional Planning or a related discipline or equivalent combination of education and progressive experience and /or equivalent combination of related qualifications related to recreation planning.
2. Must be full member of the Canadian Institute of Planners.
3. Thorough knowledge and understanding of Provincial statutes and regulations such as the Planning Act, Municipal Act, Environmental Assessment Act, Heritage Act, Official Plan and Zoning By-law. Knowledge of Federal, Provincial and Municipal political and administrative decision making procedures and processes.
4. Demonstrated previous progressively responsible experience in relevant fields such as, recreation and park planning, land use planning, design of recreational facilities and community planning.

5. Excellent interpersonal skills, including written and verbal communications skills, with the ability to converse effectively with varying levels of staff including Councillors, representatives of other levels of government, senior management, peers, staff and the public. Excellent negotiation and mediation skills.
6. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
7. Ability to work independently and in a team setting and the ability coordinate professional and technical team members. Ability to exercise discretion, judgment and work with a degree of autonomy.
8. Excellent organizational, time management skills and multi-tasking skills.
9. Experience in a computerized environment. Strong working knowledge of Word, Excel, Microsoft Outlook, and database software.

NOTE 1:

Evening and weekend work may be required.

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