CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT
(RECREATION DIVISION – CITY WIDE SERVICES, BUSINESS SUPPORT - LOCATION – LISTER BLOCK
28 JAMES ST. N. 3rd FLOOR)

LICENSE AND LEASE COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager of Sports Policy & Allocation, manages a portfolio of licence, lease and/or user agreements of sensitive and complex properties in accordance with direction from Recreation Management. Duties include administration, business cases, negotiation, issue management, space management, data management (ARCHIBUS and RECAPP), monitoring and tracking, code compliance and account management

GENERAL DUTIES

Co-ordinate Recreation's portfolio of licence and lease agreements including data management, code compliance and account management.

Negotiate licenses and leases as directed by Recreation Management.

Maintain, monitor and track the Recreation licence and lease portfolio with monthly status reporting using ARCHIBUS and RECAPP.

Liaise with project clients, team members and stakeholders as well as relevant Recreation, Facility and Asset Management and other corporate staff to resolve issues and deliver projects.

Report monthly on progress of negotiations and projects.

Prepare detailed business cases and reports, maintain correspondence files. Coordinate and compile license/lease data and statistics.

Provide advice/guidance to Recreation Division on real estate, licensing and leasing policies and procedures.

Participate in Recreation license/lease policy development and process improvement.

Coordinate with the Real Estate, Planning and Economic Development and City Solicitor, Legal Commercial/Development/Policy Section on Offers, Options, Agreements or Settlements and liaise with Legal Services Division to refine terms/conditions of legal documents.

Identify and co-ordinate with Real Estate for extensions to/or renewals of existing contractual covenants for Rights of Way, Temporary or Permanent Easements, Permissions to Enter, and Temporary Use Agreements.

Prepare detailed reports with recommendations to Department Management, City Clerk, Standing Committees and/or Council.

Attend project meetings including public consultation meetings requiring Recreation lease/license and agreement attendance/representation.

Attend Council meetings, as required.

Work 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.

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

QUALIFICATIONS

1. Successful completion of a related university degree or community college diploma such as urban and regional planning, economics, law, business administration and/or possess an equivalent combination of considerable related experience and education.

2. Member of, or eligible member in good standing, a related professional association or a combination of education and related work experience.

3. Progressive experience in the field of public administration with diversified experience in management of real estate and use agreements as well as experience in dealing with the public.

4. Working knowledge of various Provincial statues including the Expropriation Act, Planning Act and the Municipal Act.

5. Knowledge of legislation affecting real property and municipal development approvals/processes.

6. Demonstrated ability to communicate effectively, both orally and in writing, at a professional level with senior management, consultants, staff from across the organization, including elected officials and the public.

7. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.

8. Must possess a Class "G" Driver's Licence.

9. Provision of a vehicle by the individual for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.