

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(PLANNING DIVISION – ZONING AND COMMITTEE OF ADJUSTMENT – LOCATION – 71 MAIN ST. W.)**

SECRETARY-TREASURER, COMMITTEE OF ADJUSTMENT

SUMMARY OF DUTIES

Reporting to the Manager of Zoning and Committee of Adjustment perform duties of Secretary-Treasurer by appointment of the Committee of Adjustment as required by the Planning Act, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded. Responsible for ensuring that these elements are delivered in a timely and cost-effective manner in accordance with City procedures and policies and Provincial guidelines and legislation using a “best practices” approach.

Responsible for all tasks related to the Committee of Adjustment to facilitate the City's growth and redevelopment.

Aid in the preparation of sectional reports, identifying how the operation performed against established benchmarks related to services, financial administration and staff performance.

Responsible for investigating and recommending innovative/creative procedures and policies for improving the minor variance and consent processes.

Supervises and assigns work and direction for Committee of Adjustment staff.

Acts as a resource, provides technical assistance and procedural advice on Committee of Adjustment files.

GENERAL DUTIES

The Secretary-Treasurer will interact with applicants and their agents on all applications related to development proposals as required, including the preparation and implementation of any associated correspondence and Council reports.

Participate in multi-disciplinary teams comprised of staff not only from the Planning and Economic Development Department, but from other City Departments and outside agencies in order to address applications and process for minor variances and consents in the City of Hamilton.

Co-ordinate and liaise with other departments, external agencies, Ministries, Conservation Authorities and stakeholder groups related to the Committee of Adjustment.

Represent the department at Committee of Adjustment Hearings and client and interdepartmental meetings.

Advise and consult with applicants, staff, public, lawyers, developers, elected officials and government agencies on the consent and minor variance process.

Assist applicants in filing applications to the Committee of Adjustment.

Receive and distribute to the appropriate staff minor variance and/or consent applications and fees.

Create notices of hearing in accordance with the Planning Act Legislation, create and direct the preparation of agendas for hearings and set hearing dates.

Supervise the preparation and mailing of notices of hearing to neighbourhoods, applicants, municipal departments and government agencies in accordance with the Planning Act legislation.

Draft legal conditions and reasons for decisions reached by the Committee of Adjustment and clear conditions based on input from the appropriate technical staff and in compliance with City policies and regulations. Negotiates requirements and conditions to settle disputes.

Co-ordinates information for Quasi-Judicial Hearings eg. OLT.

Provide revenue and expenditure estimates with respect to the operations of the Committee of Adjustment.

Research Committee of Adjustment files in order to prepare an annual report on the types of applications and disposition of applications by the Committee of Adjustment throughout the year and distribute as appropriate.

Prepare reports on budgetary requirements, staff requirements and Planning Act Legislative requirements in relation to the function of the Committee of Adjustment.

Receive and answer inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies.

Leads and monitors staff to ensure adequate coverage. Reviews and adjusts workload of staff to meet operational needs. Approves vacation, flex time and overtime requests of Section staff.

Prepares works schedules, assigns duties to staff, establishes priorities, participates in staff hiring, monitors and evaluates staff performance, recommends discipline and trains staff, as well as, assist in developing staff to their full potential. Responsible for the performance management of staff

Provides Section leadership through direction, supervision, evaluation, training and mentoring of subordinate staff (Development Clerk, Planning Technician II and Assistant Secretary-Treasurer).

Maintains comprehensive and accurate records and records data on appropriate Departmental systems.

Ensures that employees are following cash handling and application processes.

Assist in the preparation of the annual work program.

Participate on various corporate committees as required.

Develop policies and procedures related to major responsibilities.

Understand and implement legislative changes to the Committee of Adjustment process.

Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.

Ensures that employees are provided with and use the appropriate equipment, materials and procedures required to perform assigned duties.

Ensures that that all employees perform work in accordance with applicable Health and Safety and HR legislation, policies and procedures.

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

QUALIFICATIONS

1. University degree in Urban or Regional Planning, with considerable professional experience in land use development, review and implementation, or an equivalent combination of a College diploma and progressive demonstrated years of experience related to the function of a Committee of Adjustment.
2. Must be a Registered Professional Planner or OACA Accredited Secretary Treasurer in good standing.
3. Extensive knowledge of the Planning Act Legislation, policies, regulations and procedures affecting minor variance and consents.
4. Excellent interpersonal and communication skills and ability to deal diplomatically with elected officials, government agencies, management, peers, staff and the general public.
5. Highly developed ability to articulate a vision and to lead and inspire others.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented, predominantly unionized environment.
8. Experienced in creating and delivering customer focused programs and services, as well as identify and implement opportunities for process improvements.
9. Demonstrated ability to act independently with strong problem solving and decision-making skills.
10. Ability to negotiate agreements of a controversial and complex nature.
11. General knowledge and understanding of other statutes, regulations and by-laws affecting the department/section.
12. Experience in a computerized environment. Working knowledge of Microsoft Office (Word, Excel and Outlook. And previous work experience with using a database software.
13. Familiar with AMANDA database system.
14. Ability to work effectively with others and to display and foster teamwork within the work unit.
15. Ability to deal effectively with elected officials, representatives of other levels of government, media, management, peers and the general public.
16. Experience with budget preparation and revenues and expenditures estimates.
17. Must possess a Class "G" Driver's Licence.

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