

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

GENERAL MANAGER, PLANNING & ECONOMIC DEVELOPMENT

OVERVIEW

Reporting to the City Manager, you will assume direct responsibility for a multi-functional, team-oriented department. You are a strategic thinker who thrives in a demanding, results-oriented environment.

You possess a demonstrated record of strong leadership skills, ability to be an innovative/creative thinker, with a strong commitment to results. You favour a style of management that believes in delegating and empowering staff while, at the same time, providing guidance and leadership when necessary. You possess a high level of personal integrity and are an excellent communicator.

RESPONSIBILITIES

Responsibilities will encompass the following jurisdictions:

- Building Services
- Planning
- Parking and By-law Services
- Development Engineering
- Economic Development and Real Estate
- Downtown and Community Renewal
- Tourism
- Strategic Services and Special Projects
- Industrial Parks and Airport Development
- Finance and Support Services (Cartographic Services and GIS)

Goals and objectives include improving efficiencies, internal and external customer service, administrative streamlining, establishing long term continuous improvement principles, as well as, best practices.

GENERAL DUTIES

Provide professional opinion, advice and guidance to Senior Management, Standing Committees and Council on policies, programs and services.

Provide effective leadership in all areas of ongoing activity.

Develop and administer policies, procedures and practices consistent with achievement-oriented goals.

Ensure compliance with applicable Provincial and Municipal statutes as required.

Provide creative leadership through consultation with designated Managers of the Division.

Build and encourage staff commitment to strive for a consistently high level of performance in all areas of service delivery recognizing the underlying values of the corporation.

Encourage staff to utilize a technologically up-to-date approach to municipal administration and business practices.

Direct the preparation and defend the annual operating and capital budgets.

Develop policy and new program directions for implementation as approved by Council.

Works with the Mayor's Office and Council on improving the City's image, growing Hamilton's economy and creating a better business environment for Hamilton.

Prepare reports and recommendations, attend meetings of Council and Standing Committees to provide informed advice/opinion on relevant issues.

Provide leadership in short and long range planning activities for the Department by creating and applying a strategic vision consistent with corporate goals.

Participate as a member of the Senior Management Team.

Responsible for ensuring internal controls in the form of policies, procedures and practices are developed and implemented in relation to the general and specific risks of the area and to achieve the objectives of safeguarding City assets; reliability of management and financial information; compliance with laws and regulations; efficiency and effectiveness of operations; and ensure that the internal controls operate effectively and continuously.

Act as Deputy City Manager on a rotating basis with other members of Senior Management Team.

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.

Ensure 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 or procedures

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Progressive management experience in the field of Planning and Economic Development administration normally acquired through a Degree in Urban or Regional Planning, Civil Engineering, Business or Public Administration from a recognized university or an equivalent combination of education and related work experience.
2. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
3. Highly developed ability to articulate a vision, to lead and inspire others.
4. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominately unionized environment.
5. Demonstrated ability to effectively manage unionized staff in a results-oriented environment.
6. Demonstrated experience in the delivery of operational focused programs and services.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Thorough working knowledge and understanding of statutes, regulations and by-laws affecting the Department.
9. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

10. Computer literacy in electronic mail, internet, word processing and spreadsheet applications.
11. Demonstrated facilitation skills in order to build consensus.
12. Must possess strong interpersonal skills with demonstrated ability to deal effectively with staff, management, elected officials and the public.
13. Must be a strong communicator, both verbally and in writing.

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