

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – ZONING & COMMITTEE OF ADJUSTMENT SECTION – LOCATION – 71 MAIN ST. W.)

MANAGER, ZONING AND COMMITTEE OF ADJUSTMENT

SUMMARY OF DUTIES

Reporting to the Director of Planning and Chief Planner, the Manager of Zoning and Committee of Adjustment is responsible for managing and overseeing the daily functions performed by the Zoning and Committee of Adjustment Section within the Planning Division of the Planning and Economic Development Department. Manages and directs a multi-disciplinary workforce engaged in zoning policy development, zoning review of development applications and administration of the Committee of Adjustment.

GENERAL DUTIES

Provides creative leadership and direction to subordinate staff, in a team environment, who are responsible for providing expert advice regarding zoning policy, zoning review, zoning interpretation and administration of the Committee of Adjustment.

Ensures the City's Zoning By-laws are innovative and provide for high quality development that supports the City's goals of environmental sustainability, housing affordability, economic development and design excellence.

Accountable for the design and implementation of a comprehensive project management system involving other departments, community groups and the effective and efficient use of financial, consultant and staff resources. Uses "best practices" approaches to maintain a focus on effective project management and innovative, integrated, community-level thinking among staff and Council.

Oversees, participates and manages the Division's responsibilities in the formulation of a new comprehensive Zoning By-law and related documents to guide the physical, economic and social development of the City of Hamilton.

Oversees, facilitates and manages community consultation programs, including processes to solicit effective public input and participation.

Designs, manages and conducts research projects on natural resource, land use, property development, service infrastructure, economic and social conditions to provide a credible basis for recommendations on zoning reform.

Manages and supervises the ongoing operations of the Zoning Team including interpretation of the Zoning By-laws.

Manages the design, development and implementation of databases and the preparation of the statistical analyses as necessary to implement and sustain the work plans of the Section and the Planning Division.

Assists the Planning Division and the Planning and Economic Development Department in delivering on the City's climate change objectives.

Directs and supervises professional planning staff and support staff; develops staff through delegation and empowerment, providing regular feedback, technical direction and professional development.

Accountable for establishing and achieving sectional goals and objectives through the effective and efficient use of financial and staff resources.

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and other

government agencies related to major responsibilities. Promotes a service-oriented culture, focusing on cost-effective delivery of projects and services.

Prepares business plans, budgets and reports to ensure and report on the Section's performance against established benchmarks and corporate procedures, including financial administration and financial performance.

Ensures services and projects are cost effective, efficient, timely and in compliance with relevant legislation and City policy.

Monitors the evolution of municipal, provincial and federal legislation and policy; directs the formulation of new City policies and procedures concerning applicable planning services using a "best practices" approach.

Acts as an effective team member of the Planning Division leadership team and the Planning and Economic Development Department's Extended Management Team.

Participates in monitoring and setting Divisional goals, work plans and procedures, hiring, administering staff workloads, performance reviews, training of staff and other duties as assigned, and supporting ongoing training and development of staff skills and professional growth.

Promotes teamwork between Sections within the Planning Division and with teams in other Divisions and Departments; takes a lead role in directing projects in a cross-functional and cross program work environment.

Writes reports, composes correspondence, monitors consultant and budget performance of heritage planning projects related to major responsibilities.

Provides input related to departmental operating and capital budgets.

Participates on various corporate committees as required.

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 responsibilities of the position.

QUALIFICATIONS

1. Post-secondary degree in urban or regional planning and considerable experience in a senior management position that includes significant project management responsibility.
2. Full membership in the Ontario Professional Planners Institute (OPPI) or related professional organization.
3. Extensive experience of progressively more responsible positions in the public and/or private sector in urban or regional planning.
4. Demonstrated expertise in sustainable development practices.
5. A thorough knowledge and understanding of federal, provincial and municipal legislation, by-laws, policies and practices related to planning and development gained through practical experience.
6. Highly effective in group leadership, facilitation, negotiation, interpersonal and organizational skills.
7. Experience in designing and delivering customer focused programs and services.
8. Possesses a demonstrated record of strong leadership, customer focus, innovation/creativity, and staff

empowerment and development. Demonstrated ability to effectively manage multi-disciplinary staff and achieve results in a primarily unionized environment.

9. Ability to deal effectively with elected officials, representatives of other levels of government, media, management, peers and the general public.
10. Knowledge of the collective bargaining and consultant service procurement processes.
11. Working knowledge of relevant computer software applications such as MS Office Suites; experience with AMANDA, Adobe, and ValiTech considered an asset.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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