

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT DIVISION – City Hall: 71 Main Street West 7th Floor

DIRECTOR, ECONOMIC DEVELOPMENT

OVERVIEW

Reporting to the General Manager of Planning & Economic Development, you will assume direct responsibility for Economic Development activities for the City of Hamilton. This includes staff in four sections: Commercial Districts and Small Business, Business Investment and Sector Development, Corporate Real Estate Office and Municipal Land Development Office. You will develop and implement effective and measurable programs designed to attract business investment, promote economic growth and maximize employment opportunities for the residents of Hamilton. You will have a sound knowledge of business development. 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.

Goals and objectives include generating non-residential assessment growth and job creation, improving efficiencies and focusing on corporate priorities, internal and external customer service, administrative streamlining, establishing long term continuous improvement principles, looking at alternative service delivery opportunities, as well as, best practices.

GENERAL DUTIES

Direct the preparation of and formulate recommendations regarding the implementation of the strategic economic development plans for the City of Hamilton for approval by City Council in accordance with guidelines as established by Acts and By-Laws.

Implement, monitor and evaluate the effectiveness of the (Business Development, Urban Renewal and Corporate Real Estate) plans and prepare recommendations for the enhancement of same as required.

Co-ordinate the gathering, assimilating and production of development information required to increase the awareness of business development opportunities in the City, to encourage the retention and expansion of existing industry and to attract new business investment into the community.

Develop marketing strategies employing social media, a state-of-the-art website, advertising, public relations/promotions activities for the purpose of promoting Hamilton as a location to "work, live, play and learn."

The Director position is the primary contact for all media enquiries related to Economic Development in the City and must be available for regular appearances on local and regional television stations, community cable, and radio talk shows. The Director is also expected to deliver approximately 25 speeches/presentations per year to different business groups, community organizations, and investment forums.

Lead the Division's efforts to generate foreign direct investment (FDI) and bi-lateral trade by leading trade missions to select countries. International travel is required.

Lead a team that responds to specific requests regarding business opportunities in the new City of Hamilton by providing the requested information and data to the client's site selection specifications.

Job Description #: 2539

Co-ordinate the promotion of City neighbourhoods for business development purposes including the provision of advice and information related to land division, site selection, site plan approval process, building permit process, commercial development assistance and general assistance programs.

Develop and maintain a mutually beneficial working relationship with clients, realtors, developers, bankers, lawyers, financial institutions, appraisers, government officials, etc., for the purpose of promoting business development activities with the community.

Direct the preparation and present to Council the Economic Development annual operation budget and monitor adherence to same.

Administer, co-ordinate and direct the ongoing activities of the Economic Development Division by delegating and assigning work to staff ensuring maximum utilization of human resources and monitoring and evaluating individual staff performance and providing support and guidance for staff development as required.

Preparation of major (and often confidential) Committee reports and presentations related to economic development investment decisions in Hamilton.

Representation of the Planning & Economic Development Department on corporate and community committees, boards, and task forces, including the following; Corporate Emergency Control Group; General Issues Committee Agenda Review; Mohawk College Enterprise Centre; Association of Municipalities of Ontario Economic Development Task Force; Hamilton Economic Summit; etc.

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

QUALIFICATIONS

1. University Degree in Business Administration, Economics or Marketing, together with a substantial number of years experience in a multi-disciplinary environment related to economic development, small business, planning, marketing/sales, development engineering and statistical research/analysis. An Ec.D. or C.Ec.D. Certification would be an asset.
2. Must have previous experience in a Municipal/Regional government and must have a proven track record of managerial competence and in particular capital and operating budgets.
3. Must possess outstanding communications skills both written and presentation.
4. Must be computer literate and have the ability to work with City and external data bases, GIS and CRM tools, etc.
5. Must have a working knowledge and experience with Human Resources matters and Collective Agreements.
6. Extensive experience in Corporate Real Estate and particularly acquisitions, divestitures, leases and appraisals.
7. Excellent interpersonal skills and ability to deal with elected officials, government departments, all levels of management, staff and the general public.

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