

# CITY OF HAMILTON

## PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (GROWTH MANAGEMENT DIVISION – INFRASTRUCTURE PLANNING SECTION - LOCATION - CITY HALL, 71 MAIN ST. W.)

### SENIOR DEVELOPMENT ADMINISTRATOR - CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital Planning, Policy & Budgets, support the development approval process through administration of the City's cost recovery, park dedication and City share of infrastructure processes. Co-ordinate, prepare and implement activities related to administrative and data systems for the assembly of subdivision and servicing agreements, development tracking, and records maintenance. This also includes the development and maintenance of policies and procedures manuals for City of Hamilton development agreements and processes.

#### GENERAL DUTIES

Research, develop and recommend new and/or amend existing development policies and procedures for various types of development applications administered by the Growth Management Division. This includes co-ordination with development staff, other sections or departments, and preparation of recommendation reports to Council for approval.

Administer and maintain databases and data base applications (currently Microsoft Access and Amanda Database Management System) for the Growth Management Division.

Administer the City's cost recovery process and procedure for municipal works constructed under development applications. Includes assessment of works for eligibility to recover costs in accordance with the City's Financial Policies for Development, identification of benefiting lands, calculation of cost recovery rates, tracking and reporting all cost recovery obligations of the City.

Administer the City's park dedication process and procedure for development applications where land is conveyed to the City to satisfy park dedication requirements. Includes calculation of park dedication requirements for subdivision and site plan applications. Track all park dedication requirements; credit and maintain an inventory of all park credits held by developers; prepare reports to senior management.

Identification and calculation of City share infrastructure costs for works required under development applications which includes review of subdivision draft plans, secondary plans and functional servicing reports to identify works requiring City share in accordance with the City's Financial Policy and Development Charge Background Study.

Ensure project accounts for City share of works constructed in subdivision plans are established and correct funding is allocated to each account based on approved cost schedules. This includes review of engineering cost estimates and allocation of funding according to infrastructure type. Prepare requests to the Finance Department for project accounts, record, report and track all funding allocated to development projects.

Co-ordinate and implement the preparation of manuals and/or updates containing development policies, procedures, and standards for land development processes for internal and public use.

Interview and make recommendations for successful candidates through job competitions to fill Development Administrator position.

Train and supervise Development Administrator position, as well as conduct performance reviews and evaluations.

Develop administrative workflows and process flow charts for development processes in the Growth Management Division to ensure that processes and procedures are clearly documented.

Provide staff with appropriate direction regarding new policies and procedures. Provide training and direction to development staff on the application of development policies and practices.

Co-ordinate and participate in the development of all subdivision and servicing agreements administered by the Growth Management Division, including co-ordination with development staff, other sections or departments and preparation of recommendation reports to Council for approval.

Maintain standard form subdivision and servicing agreements to reflect changes in development policies and processes, which includes amendments in consultation with other departments or sections and Legal Services.

Maintain a digital inventory of all standard form development agreements, development related processes, by-laws, policies, procedures, requirements, guidelines and user fees, and standard form letters for each agreement process for the Growth Management Division.

Design, develop and maintain Growth Management Division electronic Microsoft Access data systems for tracking all development applications processed by the Growth Management Division.

Resolve system problems and incorporate user requirements/needs into the system for more efficient retrieval and/or reporting of information.

Coordinate the automation of planning processes of the Growth Management Division. Working with IT, incorporate these development processes into the AMANDA tracking system in order to automate development processes for notices, payments and comments for development approval.

Review and sign-off on agreement compliance requests for all development agreements administered by Growth Management Division.

Implement analytical frameworks for the generation of, monthly, quarterly and yearly reports on development data and development forecasting for senior staff and City Council.

Record, process, monitor and report all Development Division revenues.

Compile and analyse statistical and historical development data for preparation of department capital and revenue budgets as well as assist in making recommendations for future revenues and capital projects.

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

## **QUALIFICATIONS**

1. Graduation from a recognized community college with an engineering technologist diploma, and be a member of, or eligible for certification with the Ontario Association of Certified Engineering Technicians and Technologists, or demonstrated progressive relevant work experience related to duties described with a thorough understanding of development policies, procedures and municipal development agreements.
2. Successful completion of accredited courses in relational database programs, and directly related experience in designing and implementing relational databases.
3. Knowledge of various provincial statutes, as well as City by-laws and policies, which relate to the land development process (Planning Act, Development Charges Act, Municipal Act, Comprehensive Development Guidelines and Financial Policies).
4. Knowledge of, and experience with, the land registry and land titles system as it relates to the land development process.

5. Excellent analytical and report writing skills.
6. Working knowledge of computer software applications (word processing, spreadsheet and database programs).

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

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