

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
URBAN RENEWAL SECTION, ECONOMIC DEVELOPMENT DIVISION– LOCATION – City Hall, 7th floor
FLOOR)

BUSINESS DEVELOPMENT AND B.I.A. OFFICER

SUMMARY OF DUTIES

Reporting to the Manager of Urban Renewal, as part of the Urban Renewal team within the Economic Development Division, be the lead person for working with the City's 13 Business Improvement Areas (B.I.A.s) and small to medium-size businesses throughout the City.

GENERAL DUTIES

Act as principal staff liaison between B.I.A.s and the City of Hamilton.

Responsible to bring various B.I.A. budgets and B.I.A. Board appointments through Committee and Council on behalf of the B.I.A.s.

Main contact with B.I.A.s in providing them with information related to various municipal and other programs of relevance including loan and grant applications.

Responsible to ensure that municipal oversight and auditing of B.I.A.s is undertaken annually.

As required, oversee work of third party consultants retained to provide goods and services for City of Hamilton and/or B.I.A.'s.

Act as the principal source of information and procedures for B.I.A.s and responsible for assessing and preparing recommendations for new or enlarged B.I.A.s.

Develop an effective communication program to ensure that the B.I.A.s are made aware of municipal and other programs and policies that may affect them.

Attend relevant meetings with Boards, Committees and Council on related B.I.A. matters.

Administer B.I.A. specific funding programs.

Attracts new business to the City by promoting and marketing small and medium-size business opportunities within the City of Hamilton including knowledge of incentive programs offered by Urban Renewal Section

Provide businesses and individuals from within and/or outside the City with demographic, statistical and other economic forecasting information related to all economic activity.

Monitor and examine market conditions and emerging trends which may impact existing and potential business and make recommendations for action in response to same.

Responds to information requests from developers, site selectors, realtors and the business community in respect of development issues and processes including: the provision of site location, zoning and official plan information, development charges, taxes and demographics.

Prepare reports for and makes presentations to Committee and Council as required.
Perform other duties as assigned which are directly related to the major responsibilities of the job.

Maintains record of leads and generated activities.

QUALIFICATIONS

1. Demonstrated work experience and knowledge of business improvement areas with considerable experience with in municipal government dealing with financial incentives, business planning and marketing initiatives.
2. Must have strong knowledge of Provincial Governance regulations as required by the Municipal Act as it relate to requirements for Business Improvement Areas. Previous experience working in small and medium-sized businesses would be an asset.
3. High level of skill in verbal and written communications and interpersonal relations. Must have strong presentation skills with the ability to present to a wide variety of internal and external stakeholders.
4. Good working knowledge of Microsoft Office software (Word, Excel & Outlook). Excellent knowledge and experience with PowerPoint.
5. Ability to communicate effectively with the public and government agencies
6. Capable of working independently as well as part of an interdisciplinary team.
7. A valid Class G driver's license with access to a reliable vehicle.

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