

## **CITY OF HAMILTON**

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT** **(ECONOMIC DEVELOPMENT DIVISION – URBAN RENEWAL - LOCATION – 77 JAMES ST. N., SUITE 250)**

#### **COORDINATOR URBAN MUNICIPAL INCENTIVES**

##### **SUMMARY OF DUTIES**

Reporting to the Manager, Urban Renewal, develops, promotes and administers financial assistance programs for property owners and tenants within the Downtown, Business Improvement Areas, other business districts, traditional retail streets, and the City as a whole. Project manages specific departmental and corporate initiatives.

##### **GENERAL DUTIES**

Develops, promotes and markets programs geared to the reinvestment of residential, commercial and investment properties within the City of Hamilton.

Assists in raising private capital for private/public partnership projects leading to reinvestment.

Receives, investigates and co-ordinates applications of loans and grants for commercial and residential properties. Evaluates and administers applications for the City's financial incentive programs.

Responds to requests from developers, realtors and site selectors in respect of development potential. Where necessary, facilitates interpretation of municipal policies and by-laws, provincial legislation, statutes and regulations.

Evaluates and reports on the effectiveness of the financial incentive programs offered by the City of Hamilton and recommends draft policy changes.

Communicates with developers, investors, realtors, members of Council, consultants, lawyers, area municipalities, the media and staff on an on-going basis regarding development and financing issues.

Researches, facilitates and co-ordinates major policy, program and development project initiatives.

Monitors and examines market conditions and emerging trends that affect the revitalization of business districts in general.

Negotiates commitment terms and loan agreements and assists in the negotiation of City land sales and purchases with a focus on redevelopment projects.

Oversees, prepares and administers applications for provincial and federal funding.

Prepares reports and recommends and implements procedural changes to ensure efficiency and best possible customer service while protecting the City's interests.

Prepares reports for Council, Senior Management or Director.

Makes presentations at public meetings and community groups on funding availability for the various programs and to promote the various programs.

Reviews construction work on building sites.

Communicates with other departments and divisions such as Building, Finance, Legal and Planning on such issues as terms of program, estimates, and quality of work and conformity of applications with policies and standards.

Interviews applicants, makes recommendations for acceptance or rejection based on program guidelines.

Provides a monthly report on status of loan program take up (i.e. number of applicants).

Prepares an annual report of all program activity. Assesses performance against program/division objectives.

Receives and answers inquiries from the public, elected officials, media personnel and government agencies.

Informs applicants of availability of other programs.

Prepares background and statistical reports, including the interpreting and analysing data.

Composes correspondence, which may have legal implications.

Reviews payment documentation and approves advancing of funds subject to terms of programs and Council.

Monitors ageing of accounts reports and recommends/implements corrective action.

Regularly communicates issues and obstacles to senior staff regarding the administration of the programs.

Undertakes research on other programs, opportunities, best practices, and makes recommendations concerning program changes.

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 major responsibilities of the job.

## **QUALIFICATIONS**

1. Must be able to demonstrate a level of expertise related to the duties described, normally acquired through a University degree, in a related discipline or a combination of a community college diploma and/or relevant work experience in Municipal Incentive Programs.
2. Progressively responsible experience working in a financial and development field.
3. Analytical, research, trend analysis and forecasting skills.
4. Demonstrated experience in financing and marketing investment opportunities such as in residential, commercial, industrial properties and reviewing financial / tax implications.
5. Experience in loan, grant administration.
6. Extensive knowledge of residential/commercial/industrial real estate practices.
7. Experience in evaluating, recommending and implementing strategies to improve efficiency and effectiveness of programs.
8. Must have excellent verbal and written communication skills and ability to relate effectively with staff, peers and all levels of management, business clients, Council and the media.
9. Ability to communicate effectively with developers, the public and government agencies.
10. Working knowledge of Microsoft Office products and database software applications.

11. Ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines essential.
12. Capable of working independently as well as part of an inter-disciplinary team.
13. Must have excellent problem solving, negotiation and analytical skills.
14. Must possess a valid Class "G" driver's license.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**