

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (GROWTH MANAGEMENT DIVISION - DEVELOPMENT DIVISION - LOCATION - CITY HALL)

DEVELOPMENT ADMINISTRATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Development Administrator, prepare and implement administrative systems for development tracking, records maintenance and the development and maintenance of data tracking systems and procedural manuals for the Growth Management Division.

GENERAL DUTIES

Composes correspondence; compiles and analyzes statistics.

Compiles information for new and/or amendment of existing development policies and procedures for various types of development applications.

Co-ordinates and implements the preparation of manuals containing development policies, procedures, and standards for the land development practices for internal and public use.

Co-ordinates with development staff; other sections or departments and prepares information for recommendation reports to Council.

Assists in the design, development and maintenance of the Growth Management Division's electronic data systems for tracking development applications.

Assists in the creation of user manuals to instruct staff on the use of the Growth Management Division's data tracking systems and provide training to staff on use of database.

Sets up database features for staff Time Tracking and Reporting.

Oversees and documents processes for all types of development applications administered by the division for incorporation into the tracking system including creation of flow charts for each process.

Uses the electronic data systems to compile information and prepares status reports showing development and revenue activity of the Growth Management Division for distribution to members of Council, other departments and divisional staff.

Records and processes Development Processing Fees, including yearly indexing / maintenance of Divisional Processing Fees List. Oversees and monitors processing fee records in Access and Amanda Databases.

Responsible for tracking quantities and costs of municipal works constructed under development applications. Reviews tender documents to record constructed municipal works (i.e. watermains, sanitary sewers, sidewalks) by type, size and contract prices and enter the information into the division database for each application.

Prepares reports for management, senior staff and other departments showing the quantity of municipal infrastructure constructed under development applications on an annual basis.

Participates in the Staging of Development Program and preparation of reports by compiling and recording subdivision draft plan information, application status, proposed Land Use data – number of blocks, proposed units, from subdivision draft plan information.

Prepares Staging of Development Detail Sheets for all active subdivision applications, showing estimated development charge expenditures and anticipated revenue based on development type and number of proposed units and required municipal infrastructure.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Completion of a three-year community college diploma. A Civil Engineering Technology diploma preferred with previous related experience in the subdivision development process.
2. Successful completion of accredited courses in relational database programs, and directly related experience in designing and implementing relational databases.
3. Experience in a computerized environment including excellent working knowledge of Windows, Word, Excel, Access and AMANDA.
4. Must possess effective written and verbal skills in preparation of correspondence, documents and reports.
5. Initiative, ability to work independently, good organizational and analytical skills, attention to detail and teamwork, skills.
6. Ability to locate and accurately utilize relevant research material and documents.
7. Working knowledge and experience with G.I.S. is an asset.
8. Familiarity with the City of Hamilton's Comprehensive Development Guidelines and financial Policies is an asset.
9. Knowledge of land development process is an asset.

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