

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION – URBAN RENEWAL - LOCATION – 71 MAIN ST.W., 7TH FLOOR

BUSINESS ANALYST, COMMERCIAL DISTRICTS AND SMALL BUSINESS – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Commercial Districts and Small Business, the incumbent undertakes research concerning incentive programs, prepares legislative elements to introduce said incentives, particularly Community Improvement Plans. Conducts environmental scans to determine best practices in renewal and regeneration efforts, prepares program details and implementation strategies and protocols.

Participates in the administration of the incentive programs with a special emphasis on the administration of downtown residential loans programs, office loan program, and other programs designed to promote the creation of new housing within established downtowns, Business Improvement Areas (BIAs), traditional retail streets and commercial corridors. Prepares terms of reference, participates on multi-disciplinary teams, collects relevant data for strategic planning purposes and directs the work of consultants.

GENERAL DUTIES

Undertakes best practices research related to various incentive programs offered across various jurisdictions to determine applicability within Hamilton's downtowns, BIAs, traditional retail streets and Commercial Corridors.

Prepares divisional budget forecasts and monitor budget spending for the Division.

Prepares relevant amendments to the Community Improvement Plans including updates to loan agreement templates, and loan documentation.

Reviews applicable legislation and regulations to formulate legislative framework to implement incentive and other regeneration initiatives using a working knowledge and understanding of the Ontario Planning Act, Municipal Act, the Provincial Policy Statement and growth-related legislation.

In concert with other divisional staff, assesses applications for loans and grants and makes recommendations through reports.

Administers program details through file administration, communications and administrative policy implementation.

Writes reports in response to applications submitted to the Division in response to City incentive programs.

Prepare loan packages and, when necessary, negotiate with applicants and internal partners on structuring the deal to ensure compliance with policies and procedures and program descriptions.

Prepare reports and assist with compliance related tasks including loan committee documentation.

Analyze project financial application, prepare credit analysis/memos, gather items required for the administration of files.

Participates as a member of multi-disciplinary teams formulated to address development related challenges in downtowns and BIAs such as streetscape master plans, capital improvement plans, and commercial assessments for BIAs.

Creates and implements research methods, terms of reference and study design for projects.

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Collects, compiles, analyzes and interprets data, identifies and evaluates alternatives, formulates conclusions and recommendations.

Writes reports detailing work and associated recommendations.

Prepares and presents reports to committees, interest groups, BIAs and business associations.

Receives and answers inquiries from elected officials, staff, the public, municipalities and outside agencies.

Represents the division at public meetings, client and interdepartmental meetings.

Assists in the preparation of the annual work program and divisional budgets.

Co-ordinates and arranges meetings, prepares agendas, takes minutes as required and acts as a resource person.

Liaises with applicants, area residents, elected officials, provincial ministries and outside agencies.

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 responsibilities of the position.

QUALIFICATIONS

1. The candidate shall have a demonstrated knowledge of municipal incentive programs, and urban development, which is normally acquired through a degree in a related discipline, preferably a Degree in Business/Commerce (alternate Degree which specializes in Urban Development will be considered as well), or equivalent combination of education and relevant work experience.
2. Extensive experience in program administration and real estate values within the downtown.
3. Knowledge of budget process and preparation of budget forecasts and ability to track expenditures as it relates to the budget.
4. Working knowledge of the Ontario Planning Act, Municipal Act and the Provincial Policy Statement.
5. Ability to plan, assign and co-ordinate the work of consultants in a work team environment.
6. Demonstrated financial management skills including the development, implementation and monitoring of budgets. Thorough knowledge and understanding of mandates, regulations and policies relating to Economic Development.
7. Must have an intermediate knowledge of and experience with Excel, sufficient to manipulate data and create basic financial reports in presentation format using Excel functionality such as sorting and formatting.
8. A high level of skill in research, problem solving, verbal and written communications, and interpersonal relations.
9. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.
10. Excellent writing skills.

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11. Excellent interpersonal skills and ability to express ideas effectively through formal presentations as well as the ability to liaise and engage with various groups such as BIA boards, applicants, committees, agencies, and the general public.
12. Good working knowledge of Microsoft Office. Familiarity with GIS, Geo Media and Adobe Photoshop would be an asset.