

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

**TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION
PLANNING – 77 JAMES STREET NORTH**

TRANSPORTATION PLANNING COORDINATOR
SUMMARY OF DUTIES

Reporting to the Manager of Transportation Planning, this position is an integral part of the Transportation Planning team providing recommendations for the continuous improvement of the project management process. This highly motivated individual provides leadership to a work group engaged in the delivery of internal services to the Transportation Planning Section, the public, internal clients and external customers.

The successful applicant is accountable for achieving departmental goals and objectives through the effective and efficient use of financial and staff resources; uses a "best practices" approach to develop and deliver quality services in a timely and cost effective manner; recommends and implements strategies to improve effectiveness and efficiency; instills a customer service focus in all activities within scope of responsibilities. Assist the Transportation Planning team and Manager in the coordination of sectional projects, including undertaking minor development application reviews, submission of scope into the Capital Project Management System, preparing project documentation, arranging implementation of project activities within defined borders and timelines and preparing reviews and reports related to projects.

Is a critical contributor to the team assisting in the coordination, analysis, and process review of all projects within the section.

GENERAL DUTIES

Recommends and implements strategies to improve effectiveness and efficiencies of processes and projects.

Recommends policy and improvement strategies in the delivery of projects to meet mandated goals, objectives and deadlines.

Participates in continual improvement reviews on development reviews, protocol, and procedures, templates and forms, and suggests/undertakes required changes.

Create and maintain templates for all project documents, including, invoice tracking, project schedules and public events calendar.

Ensure the continuity and efficiency of each project from start to finish, through clear communications to all parties. Collaborate with the Transportation Planning team and Manager, to plan, organize, schedule, monitor and guide development reviews and project works.

assume responsibility and organizational functions within the Transportation Planning section. This includes day-to-day coordination of development review, program, procurement and customer service.

Ensures managerial services are provided to Transportation Planning programs, in accordance with City and provincial guidelines, in the most effective and efficient method possible and in a manner consistent with the City of Hamilton's Mission and Vision.

Coordinates and manages Transportation Planning programs, including providing reports, financial analysis, assisting with budget preparation and budget reviews.

Coordinates with the development review team within the Transportation Planning section to identify priorities and work flow to ensure deadlines and Departmental goals are achieved.

Undertakes minor development reviews to support the roles and responsibilities development review team within the Transportation Planning Section.

Coordinates with other Departments/ Divisions/Sections to support the application of efficient practices, reduce redundancies, and improve communications relating to the development review process.

Coordinates with Project Managers project plans to input various scope of work into the Capital Project Management System (CPMS). Monitors CPMS and coordinates with project managers to ensure that scopes are entered and are revised as necessary.

Liaise with both internal and external stakeholders, including Procurement, Finance, Planning and external consultants.

Review and payment of all invoices to ensure accuracy of amounts, account details, purchase order numbers and follow up on any discrepancies with Finance and consultants.

Tracks and monitors financial transactions, both operating and capital, as necessary.

Provide assistance to project managers relating to public consultation logistics.

Develop and maintain reporting statistics relating to the Section's performance and reports on project plans, maintain project management records, input data and general schedules, create and maintain yearly sectional work plan.

Create and manage project filing system, for both hardcopy and electronic files. Plan, organize and attend public meetings and events, as required. Receives and responds to enquiries from various internal staff, Councilor's office and consultants and maintain a database and reporting statistics of these enquires.

Ensure that employees are provided with and use the appropriate materials and procedures to perform the assigned duties. Ensure that all employees work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and

procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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. Proven experience and knowledge in business operation and theories, normally acquired by obtaining a Bachelor of Commerce, Diploma in Business Administration or a relevant discipline, or a combination of equivalent education and relevant work experience.
2. Proven experience and knowledge in inventory management
3. Proven experience and knowledge in providing quality customer service.
4. Proven experience and knowledge in project coordination
5. Expertise in Transportation Planning procedures
6. Formal management/supervisory training or experience.
7. Knowledge and understanding of the use of the "business case" in making management decisions.
8. Effective leadership, facilitation, communication, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage staff in a results oriented environment and in a predominantly unionized environment.
10. Ability to deal effectively with management, peers, staff, suppliers, internal and external clients and the general public.
11. Thorough knowledge and understanding of corporate policies affecting the department/section.
12. Thorough knowledge of computer software applications.
13. Thorough knowledge in PeopleSoft reporting.
14. Valid Ontario Class "G" driver's license, or a means of alternative transportation.
Additionally the successful applicant:
15. Possesses a demonstrated record of guidance, customer focus, innovation/creativity, team advocacy and is results-oriented.
16. Possesses a high level of personal integrity and is an excellent communicator.

17. Is a highly motivated team player, possesses professional oral and written communication skills and strong multi-tasking skills
18. Sets above average standards and leads by example

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