

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**LICENSING & BY-LAW SERVICES DIVISION, POLICY AND PROGRAMS SECTION**  
**LOCATION: 330 WENTWORTH STREET N.**

**PROGRAM ASSISTANT-LICENSING AND BYLAW SERVICES-CUPE 5167**  
**(1.0 TEMPORARY PART-TIME POSITION)**

### **SUMMARY OF DUTIES**

Reporting to the Manager of Policy and Programs, supporting the Policy and Programs Section functions by researching, analyzing and reporting on assigned projects and tasks, by providing specific project related assistance and issuing notices of compliances as related to assigned project work.

### **GENERAL DUTIES**

Researches assigned policy related topics such as enforcement best practices, specific by-law related issues etc.

Analyzes, compiles and reports on research results and statistics. Makes recommendations on program changes or development if appropriate. Presents results and recommendations to management.

Provides project assistance to management as required including administrative, research and issuance of non-compliance support.

Prepares and/or composes a variety of routine correspondence, forms and reports. Drafts non-routine correspondence, forms and reports for management review and approval.

Collects and compiles data and related background materials for various assigned projects.

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public as it relates to assigned projects or as directed by management.

Schedules, arranges and attends meetings with various committees and or stakeholders as appropriate.

Assists with project/event planning.

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 position.

### **QUALIFICATIONS**

1. Current enrolment or completion of a related university or college program such as political science, enforcement, law and security, police studies or relevant previous experience in the licensing environment.
2. Must have excellent verbal and written communication skills and the ability to relate to peers, superiors, other departments, public and government agencies.
3. Demonstrated intermediate knowledge of Word, Excel, Outlook, PowerPoint Publisher. Computerized data management skills are essential.
4. Analytical, statistical, research, trend analysis and forecasting skills.

5. The ability to balance a number of projects simultaneously and to meet deadlines is essential.
6. Capable of working independently as well as part of an interdisciplinary team. Must have initiative and the ability to carry out instructions without detailed direction.

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