

CITY OF HAMILTON

PLANNING & DEVELOPMENT DEPARTMENT **(PLANNING DIVISION – DEVELOPMENT PLANNING HERITAGE & DESIGN – LOCATION – 71 MAIN ST. W.)**

DEVELOPMENT APPLICATION INTAKE COORDINATOR – CUPE 5167

Summary of Duties

Reporting to the Manager of Development Planning, Heritage and Design, under the general supervision of the Co-ordinator of Business Facilitation, performs a variety of technical support, data entry and collection and analysis of data duties for the Development Planning, Heritage and Design Section.

General Duties

Collects and analyzes data, formulated conclusions and makes recommendations.

Composes correspondence and compiles statistics.

Performs data entry functions and inputs information into the AMANADA Database for all development applications including scanning documents and uploading digital information into the AMANDA Database.

Checks integrity of information.

Tracks and / or documents data entry problems.

Documents and retrieves data and generates AMANDA reports as required.

Interprets legislation such as the Planning Act.

Prepares notices and takes and transcribes minutes.

Compiles chronologies for reports.

Maintains resource library files such as planning documents and development activity.

Inputs and retrieves data.

Presents weekly or monthly reports to the Manager regarding progress and problems encountered.

Word process routine correspondence, standard form memos, letter templates and documents.

Receive and review development applications from the public to ensure complete information has been provided before processing.

Receives and answers inquiries from staff, public, elected officials, and outside agencies related to the AMANDA Database.

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. Successful completion of a Community College Program in Urban and Regional Planning or other relevant education is preferred.
2. Previous business and administrative experience encompassing data entry duties normally acquired through a combination of education and related work experience.
3. Good working knowledge of Microsoft Office XP (Word, Excel, and Outlook) and database software. Ability to input and retrieve data accurately and at an acceptable speed as well as ability to maintain database. Able to print standard queries.
4. Good verbal and written communication skills.
5. Must be well organized, possess initiative, good judgement and able to work independently.
6. Ability to accurately and quickly convert information from written, typed or printed documents into the AMANDA Database.
7. Knowledge of the development approvals process would be considered an asset.
8. Knowledge of AMANDA Database would be considered an asset.

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