

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (PLANNING DIVISION – URBAN DESIGN & HERITAGE SECTION – CITY HALL 71 MAIN ST. W.)

#### COORDINATOR, INFORMATION SYSTEMS & CARTOGRAPHY PLANNING

##### SUMMARY OF DUTIES

Reporting to the Manager, Heritage & Urban Design, coordinates the Information Systems & Cartography Planning operations for the Planning and Economic Development Department. Assumes lead accountability and responsibility for the management of the Information Systems & Cartography operations in the design, development and maintenance of spatial and property information systems; mapping and imaging services used for planning research, land development and development approvals. Administer planning data base applications and data sets for the Planning & Economic Development Department in accordance with corporate GIS standards.

Accountable for achieving goals and objectives through the effective and efficient use of financial and staff resources. Uses a “best practices” approach in developing and delivering quality services in a timely and cost effective manner.

Aid in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Possesses a high level of personal integrity, demonstrated leadership capabilities and excellent communication skills.

##### GENERAL DUTIES

Provides strategic guidance and ongoing evaluation of the Division’s current operations and long-term planning for evolving technical developments and requirements to maintain standards and meet future needs for GIS, mapping and 3D imaging

Leads a team to administer and maintain the Department’s spatial data dictionaries for planning functions; develop data sets, and evaluation of Department practices which capture and use spatial data.

Evaluates the impact of corporate system changes and co-ordinates and oversees revisions to Department databases and operating procedures.

Supervises and assigns work and direction for Information Systems & Cartographic planning staff. Acts a resource, giving technical assistance, interpretative advice, and strategies to manage workload and meet Department needs.

Assumes the responsibilities of the Manager, Heritage & Urban Design in his/her absence.

Leads and monitors a team of cartographic and GIS staff in providing, graphic services, mapping services, 3D modelling and GIS layer maintenance for the Department.

Prepares work schedules, assigns duties to staff, establishes priorities, participates in staff hiring, monitors and evaluates staff performance, recommends discipline, as well as assisting in developing staff to their full potential.

Guides the preparation of maps, graphics, infographics and dashboards to ensure accurate and effective messaging.

Conducts in-depth studies/investigations and prepares reports and recommendations for internal and external departments and for Council, which may involve sensitive, confidential information.

Ensures research data from standard and special planning databases are complete and accurate by providing assistance and guidance to staff.

Acts as technical lead and provides strategic direction in the acquisition, research, data base design and maintenance of new information required for planning studies and projects; including the identification and customization of related internal/external data sources, costs and constraints.

Provides leadership and oversight in design, and implement spatial analytical frameworks for the generation of quarterly and annual reports on planning data and the forecasting of such data for use by the department, corporation and public; including city-wide and municipal sub-area demographic, housing, employment, land use, floor space, natural and cultural heritage and similar data bases maintained by the department.

Represents the department and makes presentations at Council meetings, special purpose committees and meetings such as public meetings, client meetings interdepartmental and intergovernmental meetings, RSYWIG, and the Ontario Land Tribunal.

Creates information reports, media releases, and responds to councillor and public inquires in relation to data sets and analysis of data.

Leads a team of staff and students in undertaking an annual employment survey.

Responsible for project plans, estimates and long-term strategic planning for current and capital budgets required for the design, development, implementation and maintenance of spatial data required by the Department

Responsible to provide technical direction to staff related to inquiries for standard information from the department's data bases and forecast reports. Responds to requests from other departments for customized retrieval and analysis of data and the preparation of customized forecasts respecting information in the department's data bases.

Clearly communicates operational and administrative expectations for staff. Identifies and recommends GIS and database access training for all departmental staff. Trains staff as required.

Assist in the preparation of the annual work program.

Represents respective areas in labour relations issues including participation in labour management meetings, providing input for Collective Agreements and grievance settlements.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

## **QUALIFICATIONS**

1. Degree in urban and regional planning, geography, geomatics, information technology, environmental studies or a related discipline with major emphasis in the study of spatial information systems or equivalent discipline pertaining to the study of spatial resources.
2. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

3. Extensive progressive work experience and practical knowledge of GIS.
4. Eligibility for GIS Certification, working knowledge of ArcGIS API's and SDKs for Web, Mobile, Desktop and Enterprise technologies
5. Demonstrated project management experience
6. Thorough knowledge of GIS and ERSI, FME and tabular and spatial data administration gained from a progressively responsible working experience in the design and operation of GIS applications.
7. Working knowledge of resource and land use planning legislation and analytical processes.
8. Ability to write, interpret and modify at least one standard computer language commonly used in spatial data applications.
9. Excellent analytical and report writing skills in the field of planning research.
10. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented, predominantly unionized environment.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Knowledge of collective bargaining process.
13. Excellent written and graphic communication skills.

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

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