

## **CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**ECONOMIC DEVELOPMENT DIVISION – COMMERCIAL DISTRICTS AND SMALL BUSINESS**  
**SECTION – LOCATION - CITY HALL, 71 MAIN STREET WEST, 7<sup>TH</sup> FLOOR)**

**SENIOR PLANNER - ECONOMIC DEVELOPMENT - CUPE Local 5167 Inside**

**SUMMARY OF DUTIES**

Reporting to the Manager of Commercial Districts and Small Business, under the general supervision of the Senior Project Manager – Urban Renewal, the Senior Planner (Economic Development) will support the undertaking of studies, plans and projects of an Economic Development focus including, but not limited to, Community Improvement Plans, the development and administration of financial incentive and assistance programs, the undertaking of public consultation initiatives, co-ordinating and conducting research and best practices as well as preparing and presenting reports and recommendations.

**GENERAL DUTIES**

Supports the development and implementation of new or amended Community Improvement Project Areas, Community Improvement Plans and associated financial incentive and assistance programs and strategies

Co-ordinates and participates in research studies and best practices respecting Economic Development initiatives.

Develops study methodology, schedule, direction, community consultation process, staffing and cost requirements for strategic initiatives being undertaken.

Compiles, analyzes and applies statistics such as population statistics, land use factors etc.

Formulates and evaluates alternatives; makes recommendations; generates policies/strategic directions.

Prepares and presents recommendations to committees including PowerPoint presentations.

Prepares implementing by-laws.

Liaises with ministries, municipalities, developers and other agencies on planning matters of interest to the Economic Development Division.

Prepares Divisional comments on studies and proposals.

Receives and answers inquiries from public, staff, elected officials, other departments, outside agencies and developers.

Assists the Senior Project Manager in the preparation of annual work programmes.

Writes reports such as technical reports and committee reports; composes correspondence.

Co-ordinates, prepares and presents evidence as expert witness on relevant matters at the Ontario Land Tribunal (OLT) hearings and other tribunals as required.

Represents the Economic Development Division at meetings and provides staff support to interdepartmental staff working groups.

Inputs, manipulates and retrieves data.

Interprets legislation and Provincial policy such as the *Planning Act*.

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

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.

### **QUALIFICATIONS**

1. Degree in Urban Planning or a directly related field with a minimum of 5 years professional experience in a planning and/or economic development environment.
2. Must be Full Member in the Canadian Institute of Planners or the Ontario Professional Planners Institute.
3. Demonstrated ability to provide leadership, with leadership experience desirable.
4. Considerable knowledge of the principles, practices and objectives of municipal planning with a focus on urban revitalization and housing as well as knowledge of the principles and practices of the multi-disciplinary areas of municipal planning and economic development.
5. Knowledge of the current literature, trends and developments in the area of secondary and community planning.
6. Considerable knowledge of the Planning Act, particularly as it relates to Community Improvement.
7. Demonstrated ability to express ideas effectively, orally and in writing.
8. Demonstrated ability and experience in formulating and expediting a public consultation process.
9. Demonstrated ability in preparing Community Improvement Plans or related policy initiatives.
10. Demonstrated experience preparing and giving oral presentations to the community, Committees and Council.
11. Demonstrated ability to establish and maintain effective working relationships as necessitated by work assignments.
12. A high level of skill in research, problem solving, verbal and written communications, and interpersonal relations. Excellent writing skills.
13. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.

14. Excellent interpersonal skills and ability to express ideas effectively through formal presentations.

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