

## CITY OF HAMILTON

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**(PARKING AND BY-LAW SERVICES DIVISION – MUNICIPAL LAW ENFORCEMENT SECTION - LOCATION -**  
**77 JAMES ST. N. SUITE 250)**

**SENIOR PROJECT MANAGER, MUNICIPAL LAW ENFORCEMENT**

**SUMMARY OF DUTIES**

Reporting to the Director of Municipal Law Enforcement, the Senior Project Manager will take a leadership role in researching, consulting, developing and preparing reports to Council on industry best practices.

The Senior Project Manager will be required to work closely with staff, management and community stakeholders to ensure that the By-Law(s) and enforcement practices meet the needs of the City and the Community.

The Senior Project Manager will provide leadership, guidance, technical competence, innovative problem solving, and achieve results through effective teamwork.

Supervises staff by assigning, prioritizing and scheduling daily activities to ensure that services are provided efficiently and effectively.

Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, team advocacy, staff delegation and empowerment and be committed to results.

Assists in establishing strategies to improve effectiveness and efficiencies in delivering services to meet mandated goals and objectives.

Assists in developing policy and procedures to ensure legislative requirements are met.

Delivers the quality assurance and process capability programs to ensure maximize use of resources and future needs projections.

Arranges the training and education of staff as required.

**GENERAL DUTIES (including, but not limited to)**

The Senior Project Manager will have excellent writing skills, and will take leadership role to ensure completion of reports, presentation and by-laws for various committees, which are concise, geared towards innovation with focus on meeting the continual changing needs of the community.

Manages projects in a variety of staff resource configurations ranging from individual work to cross-departmental and consultant teams, providing leadership, guidance, technical competence, innovative problem-solving and effectiveness in all such settings.

The Senior Project Manager will use a “best practices” approach in seeking new methods, systems, research and analysis to support ongoing continuous improvement in the delivery of services provided by Municipal Law Enforcement.

Administer and monitor the budget for projects in accordance with established Corporate procedures, ensuring that project expenditures are within budgeted levels.

Maintain professional competence in the discipline of project management, and

Represents the Municipal Law Enforcement and makes presentations at public meetings.

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.

Perform other duties as assigned by the Director, which are directly related to the normal functions of the job as defined.

## **QUALIFICATIONS**

1. Preference given to those who have demonstrated competence in project management with a proven track record in managing a time sensitive project, normally acquired through a degree in business, or public administration, or planning or related experience or related discipline pertinent to the job functions combined with project management experience.
2. Understanding of the complex history of Municipal Law Enforcement, various stakeholders and competing priorities and pressures.
3. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
4. Previous experience in preparation and presentation of controversial and politically sensitive reports.
5. Proven organizational skills and the ability to work with very tight deadlines and competing priorities. Must have above average analytical and problem solving skills.
6. Progressive experience in project management in a unionized public or private sector organization.
7. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
8. Ability to deal effectively with management, peers, staff and the general public
9. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section
10. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
11. Strong project management and organization skills.
12. Possesses a high level of personal integrity with a demonstrated record of supervisory experience providing work direction related to project delivery.
13. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
14. Must possess a Class "G" Driver's License with provisions of a vehicle for use on the job.

**\*THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**