

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
PARKING & BY-LAW SERVICES DIVISION – LICENSING SECTION
LOCATION - 77 JAMES ST. N. SUITE 250

PROJECT MANAGER. ADMINISTRATIVE PENALTIES

SUMMARY OF DUTIES

Reporting to the Manager of Licensing, the Project Manager will take a leadership role in researching, consulting, developing and implementing the Administrative Penalties Program for the Parking & By-Law Services Division.

The Project Manager will be required to work closely with staff, management, vendors other municipalities to ensure that the By-Law and enforcement practices created meet the needs of the division and match corresponding legislation.

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

Prioritizing and scheduling daily activities to ensure the Administrative Penalties Program and related Hearing Services are created to include: a by-law, policy, procedures and best practices to ensure efficiency and effectiveness of the new program.

The Project Manager will demonstrate excellent writing and leadership skills, and will have experience in successful project implementation.

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

Established strategies to create and implement an effective and efficient Administrative Penalty Program to meet mandated goals, objectives and corresponding legislation.

Developing policy and procedures to ensure legislative requirements are met.

Completes the training and education for staff as required.

GENERAL DUTIES (including, but not limited to)

Responsible for presentations, training and by-law creation/updates, which are concise, geared towards innovation with a focus on meeting the continual changing needs of the division.

The Project Manager will need to demonstrate excellent writing skills and have experience in project implementation. Define and document project charter, scope, deliverables, timelines, resource requirements and identify project risks. Confirm and monitor funding and commitment from the project sponsors and stakeholders.

With a concentration on Best Practices, the Project Manager will review other Municipality solutions to ensure that the finished project is workable, concise and meets with the overall intent of legislation while keeping in mind the Departmental focus on an "Open for Business" approach.

Responsible for the overall development and implementation of the Administrative Penalty Program for the Parking & By-Law Services Division, the Project Manager will:

- identify all project tasks
- develop a project schedule
- create milestones and budgets
- research best practices
- estimate costs
- initiate public meetings
- draft project charter scope and deliverables
- identify Project resources and skills requirement
- report to Management and Council
- determine allocation of financial resources to project tasks
- obtain final approval
- implementation and training

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

Prepare oral and written presentations to management and Planning Committee and report regularly on the status of projects, milestone achievement, fiscal status, and change and risk management. Prepare recommendations and outline preferred courses of action.

Maintain professional competence in the discipline of project management

Represent the Parking & By-Law Services Division and conduct presentations as required.

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, 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, public administration, planning, project management certification, related experience or discipline pertinent to the job functions.
2. Demonstrated understanding of the Administrative Penalties Legislation, various stakeholders and competing priorities and pressures.
3. Demonstrated ability to effectively function in a results oriented environment and predominantly unionized environment.
4. Established 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.
6. Progressive experience in project management in a unionized public or private sector organization.

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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, other municipalities 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, organization, analytical and problem solving skills.
12. Possesses a high level of personal integrity with a demonstrated record related to project implementation and delivery.
13. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel, Word, and Project. Officer (Gtechna software) a must. AMANDA and Hansen and asset.

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