CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSIT DIVISION – LOCATION – 2200 HWY 6 SOUTH, MOUNT HOPE)

SENIOR PROJECT MANAGER, TRANSIT BUSINESS APPLICATIONS

SUMMARY OF DUTIES

Reporting to the Director of Transit, the Senior Project Manager, Transit Business Applications will provide leadership and direction to staff in a team environment responsible for the acquisition and/or development, implementation and maintenance of business applications and database management services. The focus of the Senior Project Manager, Transit Business Applications' activities will be to lead the provisioning of an end-to-end Transit business solution.

GENERAL DUTIES

Manage Transit business applications strategic planning.

Supervise the day to day development, implementation, and maintenance of Transit business applications.

Conduct periodic evaluations of existing Transit applications and database platforms to ensure solutions continue to meet user requirements; continue to be effectively supported; adhere to current technical standards; and have a logical growth path within their life expectancy.

Research, investigate, evaluate and make recommendations on new or alternate technologies that align with Division strategies/standards, and provide optimum solutions.

Maintain detailed project management documentation related to project planning, user comments, questions and work requests; and all correspondence with hardware/software suppliers.

Prepare Requests For Information (RFI) and Requests for Proposals (RFP). Conduct needs analysis and feasibility studies. Investigate best practices. Develop and present possible alternatives and proposals. Prepare recommendations and supporting documentation based on alternatives and outline preferred course of action.

Develop and implement plans, policies and standards.

Prepare budget and operational impact analyses and provide recommendations and supporting documentation based on alternatives, outlining preferred course of action.

Plan, co-ordinate and direct the activities of individual contributors to Transit business applications strategic plan delivery team. Evaluate team and subordinate performance, recommend training programs and provide advice and guidance.

Develop and empower staff through delegation of responsibilities, and provision of regular feedback and opportunities for continued career growth.

Promote teamwork and integration between staff within the Division and outside the Division within diverse sections of the Public Works, Finance and Corporate Services, and Human Resources Departments.

Demonstrate strong communication, presentation, facilitation, interpersonal and organizational skills.

Co-ordinate, prepare and conduct interviews for project staffing requirements; prepare candidate exams, participate in the selection process.

Provide professional consultation to the Managers and Director as required.

Act on behalf of the Division on assignments as required.

May be required to provide on call support.

Perform other duties as assigned, which are related to the major responsibilities of the job.

QUALIFICATIONS

1. Developed understanding in all facets of computing such as broad knowledge of computers, computer programming, computer interconnectivity and the importance of data collection normally acquired by attaining a University Degree or College Diploma in Computer Science or an equivalent combination of education and relevant business experience.

2. Demonstrated systems analysis and programming experience with progressive experience as a Systems Analyst including proven project management skills and systems development responsibilities.

3. Demonstrated progressive supervisory skills providing work direction related to project delivery.

4. Demonstrated skills in analysis, planning, project management, monitoring and evaluation.

5. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.

6. Ability to challenge, lead, coach and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.

7. Computer proficiency in Word, Excel, and Power Point.

8. Excellent written and verbal communication skills, facilitation skills and presentation skills.

9. Proven administrative, analytical and conflict resolution skills.