



SENIOR PLANNING & DEVELOPMENT OFFICER

JOB SUMMARY:

Reports to the Director of Finance & Facilities; the Senior Planning and Development Officer is responsible for creating systems to compile information pertaining to the library's performance. The position is responsible for planning and investigating market segments to lead planning and strategy development in terms of future library services. This position will work closely with the Manager and the Planning & Development Officer to ensure compliance related to reporting to all required agencies. This position will ensure that deadlines and processes are completed in accordance with Library policies and government agencies. The position provides leadership in planning activities working to promote and improve data collection and workflow analysis. This position will assist with grant writing, work-plan development and reporting, community needs assessments, and strategic planning. Conducts research and trend analysis for members of the management and administration team as required. Provides accurate and immediate data analysis for Library related services. Works independently with minimal supervision.

MINIMUM QUALIFICATIONS:

Educational Requirements:

Graduate degree in public administration, business administration or information systems or related fields (e.g. successful completion of university courses in research and statistical analysis)

Experience:

Minimum one (1) year public library experience or related experience.

Minimum one (1) year experience developing data-driven management systems such as Counting Opinions.

Skills / Competencies:

Demonstrated ability to apply qualitative and quantitative research methodologies and principles as appropriate. Logic models, outcome measurement, and their relationship to management information systems.

Demonstrated experience supporting the implementation of new information technology systems, particularly in mapping and aligning operational practices to the new technology capabilities.

Demonstrated experience in process mapping, project management, or process optimization.

Demonstrated experience in managing change processes and helping people adapt to new technologies and processes through a positive and enthusiastic approach combined with information and support.

Excellent working knowledge and experience with computer applications including Microsoft Office applications; online databases; Internet browsers and search engines and other analytical tools.

Demonstrated ability to access sources and retrieval software to seek, extract and

Full job description available on request.

Applying

- The deadline for this application is 11:59pm September 24, 2018
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.
 - or
- Send resumes to hr@hpl.ca
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.