Coordinator, Incentives

Nature of the work:

Reporting to the Manager, City Revitalization, the Coordinator of Incentives develops, promotes, and administers financial assistance programs for property owners and tenants within the Downtown Core, Business Improvement Districts, other business districts, corridors, and Regina as a whole. The position will project manage specific departmental and corporate initiatives.

With a strong customer focus and comfort navigating ambiguity, change and risk, this individual coordinates programs that leverage investment in renewal of the existing city.

Typical duties include:

- Evaluates and administers applications for the City’s financial incentive programs including intensification, housing and heritage incentives.
- Establishes and implements processes for external consultation, peer review and prioritization of incentive applications as required.
- Responds to requests from developers, realtors and site selectors in respect of development potential. Where necessary, facilitates interpretation of municipal policies and by-laws, provincial legislation, statutes and regulations.
- Evaluates and reports on the effectiveness of the financial incentive programs offered by the City of Regina and progress toward corporate objectives and recommends policy changes.
- Communicates with developers, investors, realtors, members of Council, consultants, lawyers, area municipalities, the media and staff on an on-going basis regarding programs and results.
- Research and analyzes emerging trends, policies and best practices from other jurisdictions and recommends implementation opportunities to advance revitalization objectives.
- Oversees, prepares, and administers applications for provincial and federal funding.
- Prepares and presents complex reports, contract documents, terms of reference, requests for proposals, policies and procedures, correspondence and briefs, and reports to senior Administration, Committee, Council and external stakeholders.
- Makes presentations at public meetings and community groups on incentive programs and objectives and promotes the various programs.
- Reviews construction work on building sites.
- Prepares the scope of work and expectations in the procurement of consulting services. Supervises the financial, time and work expectations of consultants.
- Provides supervision to the assigned staff and is responsible for recruiting, selecting and developing staff, providing direction, assigning duties and reviewing employee performance.
- Perform related work as required.

To view the full job description or to apply, please visit the City of Regina Employment & Careers page at jobs.regina.ca