



**INTERNAL/EXTERNAL JOB POSTING LEGISLATIVE & COMMUNITY  
SERVICES SENIOR BYLAW OFFICER  
SALARY RANGE - \$33.53 TO \$39.23 per hour**

Brittany Wilson, Human Resources Coordinator, will receive applications until August 28, 2020 at 4:30pm for the position of Senior Bylaw Officer.

Reporting to the Manager of Community Standards, the “Senior Bylaw Officer” oversees the operation of Bylaw Enforcement and ensures that compliance is achieved for all municipal bylaws. As well as assists in administering and coordinating, all aspects of the lottery and business licensing process.

The responsibilities of this position include but are not limited to:

- Lead day to day services, operations and supervision;
- Train, mentor and develop staff;
- Respond to community requests for service;
- Proactively identify community issues and seek resolution through public education, enforcement and compliance initiatives;
- Conflict resolution and strategic problem solving;
- Other duties as assigned.

**QUALIFICATIONS**

The ideal candidate will possess:

- Minimum of a two year college program focusing on law and security courses
- Minimum of one year related experience; knowledge of the standard practices & procedures of the Ontario Court System.
- Minimum 2 years supervisory experience
- Knowledge, interpretation and application of Municipal By-laws and Provincial Legislation; knowledge, interpretation, and application of Property Standards legislation.
- Certification by Municipal Law Enforcement Officers’ Association of Ontario and the Ontario Association of Property Standards Officers considered an asset, equivalent education and experience may be considered.
- Experience managing the application, issuance, renewal and appeal processes in a licensing services, permit and administration environment.
- Ontario Driver’s License (Class G) with a clean abstract

Resumes are to be addressed to Brittany Wilson, Human Resources Coordinator, and marked “Confidential – Job Applicant – Senior Bylaw Officer” or emailed to [bwilson@ramara.ca](mailto:bwilson@ramara.ca)

***Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.***

***The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Human Resources Coordinator if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. Thank you to all applicants, but only those selected for an interview will be contacted.***