



Senior By-law Enforcement Officer

Reporting to the Director of Legislative Services/Clerk, the successful candidate will oversee all aspects of municipal bylaw enforcement including parking, property standards, licensing and permits, and other municipal bylaws. The Senior By-law Officer also acts as a key liaison with community agencies whose mandates intersect with by-law enforcement matters.

Duties Include:

- Supervise contracted enforcement service agreements and provide guidance as required; subject to future department growth, supervise Municipal Law Enforcement Officers
- Maintain relationships with community agencies and participate in stakeholder roundtables as a representative of the Town
- Work with the provincial police, Fire Department, and other agencies to communicate the Town's encampment response protocol
- Oversee the issuance of orders, tickets or fines for violations of the bylaws in conformity with related legislation
- Investigate, enforce, analyze, interpret and seek compliance related to licensing and bylaw enforcement, including public education and clarification of bylaws
- Identify and make recommendations for improvements to municipal enforcement bylaw, policies and procedures
- Oversee the implementation of new bylaw enforcement or licensing programs that may be established by the Town

Qualifications:

- Preference will be given to candidates that have completed post-secondary education in the Law & Security or a related field
- Excellent interpersonal, customer service and communication skills
- Knowledge, interpretation and application of Municipal By-laws and Provincial Legislation
- Knowledge of the standard practices & procedures of the Ontario Court System
- Minimum of one-year related experience; minimum 2 years supervisory experience
- Certification by the OAPSO would be considered an asset
- Valid "G" Driver's License with a clean abstract

Salary Range: \$68,455 -\$80,083 per year, based on 35 hours per week, including some weekend or evening shifts as required. The Town offers a comprehensive benefit package and employer-paid training.

Interested applicants are requested to forward a detailed resume and cover letter marked Confidential File #21-2024 by November 8, 2024 at 4pm to: hr@greaternapanee.com or in person at: Advance Ave, Napanee, ON K7R 3Y6

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We accept all resumes, however, only those candidates invited for an interview will be acknowledged. The Town conforms to all Municipal Freedom of Information and Protection of Privacy requirements.