



With an engaged population of over 200,000 residents located within York Region in southern Ontario, Richmond Hill is a diverse community that is committed to providing an exceptional quality of life for its residents. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team where Council and staff are committed to providing exceptional public service to our community. Visit RichmondHill.ca to learn more about the place "Where people come together to build our community."

ANIMAL SERVICES EDUCATOR
Planning & Regulatory Services Department
Regulatory Services Division
Contract: May 2015 up to March 2016

Reporting to the Director of Regulatory Services, this position will continue the responsible pet ownership approach to the Town's delivery of animal services, including the following: ♦expand the Responsible Pet Ownership curriculum based on target audiences ♦liaise with schools, community groups and other organizations to develop relationships as well as plan, coordinate and attend outreach events and activities ♦coordinate with the OSPCA, as the Town's contracted service provider, to ensure that common messaging is achieved and to assist in reinforcing this new approach ♦maintain the operation and continuous improvement of the current dog licensing program including scheduled pick-ups, 'free-ride home' program monitoring, communication and promotions and enhanced vendor relationships ♦seek input from the public on a licensing rewards program and cat licensing as a tool to address resident's concerns utilizing further consultation, benchmarking and cost analysis ♦facilitate the expansion of the sale of pet licenses to community centres ♦implement a follow-up process for residents with previously licensed dogs and invite them to purchase a current annual licence ♦maintain the current warning notice system for unlicensed dogs in conjunction with the patrol and enforcement officers; investigate ways to adapt current technological resources to carry out more targeted enforcement activity ♦collect and input data on this phase of the implementation of the responsible pet ownership philosophy to inform later efforts to improve the delivery of animal services ♦communicate an invitation to comply, along with the benefits of licensing and respecting the Town's pet regulations and create a follow-up procedure to be used by the Town and the OSPCA to call or visit those pet owners who have not purchased a licence. In providing these deliverables, the successful candidate will be required to take initiative, think creatively and work collaboratively, performing independently and as part of a team; to maintain records, manage a budget, write plans and reports for presentation to senior management and Council and to manage volunteer staff, to effectively interact with and be sensitive to the needs of co-workers, citizens, and public agency and private business.

Bachelor's Degree in Education, Communications, Public Relations, or Marketing from an accredited college or university is required along with two years of related experience ♦Possession of a valid Ontario Class "G" driver's license and access to a vehicle for use on corporate business are essential (mileage compensated); the successful applicant will be required to provide proof of vehicle insurance. ♦Demonstrated experience in community relations and public outreach ♦Community enforcement or policing knowledge ♦Knowledge of education methods and procedures, varied learner developmental levels; course and lesson plan development and evaluation techniques ♦Knowledge of community public service groups and organizations is preferred ♦The ability to speak articulately and confidently to diverse and varying sizes of audiences ♦Ability to write clearly and concisely ♦Ability to handle and operate multimedia equipment ♦Provide a high level of customer service at all times; project and maintain a positive image on behalf of the Town of Richmond Hill ♦Community and media relations knowledge is an asset ♦The successful candidate will also be required to pass a vulnerable sector security clearance within one month of commencing the position. **HOURLY RATE: \$33.01. - \$38.82.**

CLOSING DATE: External applicants: 4:30 p.m., April 15, 2015

Apply online on our website at: RichmondHill.ca/employment

We thank all candidates for their interest, however, only those under consideration will be contacted.

The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.