



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Manager of Protective Services

Permanent Full-time

Salary Level 6: \$75,336 - \$94,944

The County of Annapolis is currently seeking a Manager of Protective Services to join our team. This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. The County of Annapolis is an ideal location to live, work and play.

The Manager of Protective Services shall be responsible for providing daily support, leadership, coaching and mentoring to all staff under their direction, performing the duties of Administrator of Dangerous or Unightly Premises, overseeing the Municipality's animal control services, responsible for the facilitation of the Municipality's *Fences and Detention of Stray Livestock Act* requirements, preparing and establishing department priorities, tracking and reviewing all invoices and payments received respecting public prosecution services, acts as the Municipality's staff liaison officer with the Municipality's fire departments and policing agency, reviews the Municipality's Dog Bylaw, provincial dangerous or unsightly laws, and other provincial legislation or municipal bylaws, ensures that staff under their supervision are afforded the correct and proper training and safety equipment, prepares high quality and detailed investigation and enforcement techniques, strategies, processes and policies, educates and informs themselves regarding legislation and issuance of Summary Offense Tickets and Long Form Summons', and carries out the duties and responsibilities of a Special Constable. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Positions Supervised: Bylaw Enforcement Officers (2)

Qualifications and Expectations:

Candidates for this position must possess as a minimum, a degree, diploma or certificate in law enforcement, policing, fire, corrections, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years' experience working in an organization, protective services industry or profession, or a private sector firm that supported law enforcement or public safety, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional reading and report writing skills, and working knowledge of the law enforcement and court processes and procedures including collecting evidence and taking statements, have above average relationship traits that will allow them to deal with difficult situations and conversations tactfully, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment, often under public pressure. This position will occasionally require work outside of normal office hours including evenings and weekends.

To view a complete job description, visit:

[Municipality of the County of Annapolis - Employment \(annapoliscounty.ca\)](http://annapoliscounty.ca)

How to apply:

Send resume and cover letter to:

Email: *employment@annapoliscounty.ca*

This employment competition will remain open until the position is filled

Camilo Lopera, Human Resources Coordinator

(902) 532-0890

Municipality of the County of Annapolis

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