



AMPS Administrator

(Job # 2024-094-IE)

Department:	Corporate Services
Status:	Temporary, Part Time
Date Posted:	June 14, 2024
Date Closing:	June 28, 2024, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 30 hour per week
Salary:	\$33.90 - \$38.14 per hour
Flexible Working Arrangements:	No

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

This role offers an exciting opportunity to be a key player in the launch and development of our brand-new AMPS program and support in the implementation of the ASE program. You would be joining a highly driven team that is characterized by a supportive and collaborative environment. This position involves interaction and collaboration with all business units. You will also engage with the public, representing the Town with professionalism and respect, developing positive relationships both internally and externally.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Commissioner of Corporate Services & Town Clerk, the AMPS Administrator **is** responsible for the administration functions of the Town's Administrative Monetary Penalty System (AMPS). The AMPS Administrator is responsible for ensuring all legislated requirements are completed as the penalty notices progress through the AMP System. The position is responsible for responding to internal and external inquiries, tending to customer service window, scheduling of screenings and hearings and ensuring all documents are properly completed, processed and filed.

Qualifications and Requirements:

- Minimum two-year post-secondary degree or diploma in law enforcement, paralegal, business administration, or approved equivalent.
- Minimum of three years' experience in a municipal administration, public services, and/or law enforcement environment.
- Experience using various software programs and databases to track, analyze and report on data and financial results.
- Knowledge of AMPS is considered an asset.
- Ability to multi-task and assimilate quickly, under varied situations.
- Ability to deal with multiple demands and deadlines.
- Strong grammar, spelling, numerical and organization and time management skills.
- Excellent customer service skills

- Knowledge of local government functions preferred.
- Ability to deal courteously and effectively with public, staff, court officials and senior management.
- Ability to deal with difficult customer interactions and explain the process to dispute a ticket calmly and patiently listen to customer concerns.
- The AMPS Administrator must have a clear understanding of the distinction between POA (Provincial Offences Act) court and AMPS proceedings in order to provide accurate direction to clients.

How to apply:

Please forward your resume in confidence by **June 28, 2024, at 4:00 p.m.**, identifying **Job # 2024-053-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.