



## Bylaw Enforcement Assistant - Job ID #2168

<b>Job Title</b>	Bylaw Enforcement Assistant	<b>Status / Job Type</b>	Permanent Full Time
<b>Commission</b>	Community Development	<b>Department</b>	Bylaw Services
<b>Union Affiliation</b>	CUPE 181 (CITY HALL) - FT	<b>Number of Openings</b>	1
<b>Rate of Pay</b>	\$31.07 to \$33.05	<b>Benefits Entitlement</b>	Yes
<b>Hours of Work</b>	35 Hours Per Week	<b>Posting Date (4:30 pm)</b>	Sep 12, 2024
<b>Job ID #</b>	2168	<b>Closing Date (4:30 pm)</b>	Sep 26, 2024

### Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting directly to the Director, Property Standards & Bylaws, the Bylaw Enforcement Assistant will provide administrative support to Property Standards & Bylaws, Security, and Animal Control. The incumbent will answer a multi-line phone system, enter bylaw complaints in the AMANDA computer system, reply to email inquiries as well as attend to in person inquiries. The position is also responsible for providing timely and accurate information to the public, elected officials, outside agencies, and other city departments. This position also is required to accept fees for applications and to provide accurate cash balancing. This position is also responsible for maintaining office supplies and equipment maintenance as well as taking minutes of public and staff meetings, preparing and maintaining files, and accounting. The position will assist with contractor invoicing, report preparation, and research. The incumbent must be knowledgeable in the City of Brantford Municipal Code for all bylaw issues pertaining to Property Maintenance. Participate as a scribe or other duties as assigned for the purposes of emergency management.

## Qualifications

- One (1) year post-secondary certificate in Office Administration or similar program
- Over Six (6) months of related work experience
- High level knowledge of Microsoft Office and all office equipment is essential
- Versatile and AMANDA program knowledge would be considered an asset
- Ability and skills to perform the duties outlined herein within a reasonable time
- Applicants may be required to undergo skills assessment testing

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, September 26, 2024, at 4:30 p.m.**

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.