

**Town of Caledon**

***make a difference***



**Job Title: Supervisor, Administrative Monetary Penalties**

**Closing Date: December 5<sup>th</sup>, 2024 12:00pm EST**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting directly to the Commissioner, Corporate Services/Chief Legal Officer, this role is responsible for overseeing the establishment, implementation, and management of the Administrative Monetary Penalty System (AMPS) on behalf of the Town. This leadership role develops and executes policies and bylaws required to administer a fair and efficient AMPS; reports regularly to Council on the efficiency of the system and supports a culture of transparency and compliance within the community. As the Supervisor, Administrative Monetary Penalties, you will perform the following duties, including but not limited to:

- Oversee the administration of AMPS, ensuring consistency and fairness in penalty collection, review, and closure.
- Work with Communications to develop effective communication campaigns on the purpose, value, and overall AMPS process to improve compliance, service delivery and promote impartiality.
- Manage a team of professionals responsible for the administration and evaluation of the AMP's program including Coordinators, Screening Officers, and external Hearing Officers
- Provide guidance to in-direct reports, including Issuing Officers to ensure the fairness and efficiency of the AMPS program
- Must be able to manage/oversee budget with some advice, and for the Division/Department
- Collaborate with Finance on the estimates for allowance for doubtful accounts, reporting to the Province, and appropriate allocation of revenues against expenditures
- Collaborate with People Services and the Commissioner to define the structure of the division, resource requirements, and key performance indicators to monitor success of the system and division.
- Perform additional duties and undertake special projects as assigned



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in Law, Public Policy or Administration, Business Administration, or closely related field. Our ideal candidate has a minimum 5-7 year's related experience in the review of By-Law and Highway Traffic Act infractions.

The ideal candidate will have demonstrated working knowledge of the Municipal Act, Regulation 355/22, and working policies to support an effective AMPS. We are seeking an individual with customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive, and easy to navigate with excellent verbal and written communication skills with the ability to ensure suitable agreements, decisions are reached.

The successful candidate for Supervisor, Administrative Monetary Penalties will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 to \$106,743.45 (**Under Review**) plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **December 5<sup>th</sup>, 12:00PM EST.***

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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