



# BUSINESS LICENSING COMPLIANCE OFFICER

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

## **What We Offer:**

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

## **Summarized Position Responsibilities:**

The Business Licensing and Compliance Officer processes and issues business licenses, ensuring all approvals are in place from relevant departments. They organize and conduct licensing inspections and enforcement activities in collaboration with internal and external agencies to ensure compliance with municipal bylaws. The Officer also trains staff on Business License software, reviews applications for compliance, investigates complaints, and directs property owners to meet bylaw requirements. Additionally, they document enforcement records, adhere to safety regulations, assist in onboarding new team members, and perform other duties as needed.

## **Our Ideal Candidate:**

The ideal candidate will have a Bylaw II Enforcement certificate or an equivalent combination of education and experience, along with a minimum of 3 years of related work experience. They must be able to obtain and maintain a Police Information Check and hold a valid Class 5 BC Driver's License. Experience as a Bylaw Officer or Peace Officer is preferred.

The candidate should possess extensive knowledge of relevant legislation, bylaws, rules, regulations, policies, and procedures related to business licensing. They must have the ability to read and interpret municipal law and regulation, as well as knowledge of provincial and federal legislation concerning bylaw enforcement. Strong computer skills, including proficiency in Microsoft Office and Business License software (e.g., Vadim, Cityview), are required. Extensive knowledge of Zoning Bylaws is essential.

The ideal candidate will have excellent communication and listening skills, with the ability to handle sensitive or conflict situations with tact, courtesy, and diplomacy. They must be perceptive, persuasive, and able to communicate clearly in writing.

**Applications are accepted online at [westkelownacity.ca/jobs](http://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 25-13E | Opens January 31, 2025 | Closes March 3, 2025**

**Full Time – Permanent | 40 hrs/wk | \$41.15/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years**