

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

By-law Services Administrator **Corporate Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Reporting to the Supervisor, Licensing and By-law Enforcement, the By-law Services Administrator provides support to By-law Enforcement administrative functions, effective decision making as a Screening Officer in the review of Administrative Penalties and providing back-up administration for the licensing program of the Town.

Job Duties:

- Supporting the daily operations of the by-law enforcement group including intake, assignment and tracking of enforcement complaints, preparation of statistical reports, and providing assistance with administrative tasks; Preparing and following up on all enforcement related documents in accordance with established procedures.
- Assisting the Supervisor, Licensing and By-law Enforcement with the development of by-law enforcement related projects and initiatives in collaboration with other divisions and provide direction when required; Maintaining databases related to enforcement activities, including case files and

violation notices ensuring complete records and compliance with records retention and MFIPPA.

- Authority to review penalty notices as set out in the Administrative Penalties by-law and presides over screening reviews; Making decisions to extend the time to dispute, or to affirm, cancel, reduce or extend the time for payment of an administrative penalty, in accordance with established AMPS policy, procedures and guidelines.
- Performing the duties of Deputy Division Registrar and Deputy Issuer of Marriage Licences in accordance with provincial legislation as required; Performing the duties of a Commissioner of Oaths in accordance with provincial legislation.
- Responding to enquiries from and liaise with the general public, other levels of government and staff, both on the telephone and in person, regarding all aspects of the operation of the Clerk's Division.
- Other duties as assigned.

Qualifications:

- Community College diploma in public administration, office administration, police foundations, law and security or other legal related field.
- Two (2) to three (3) years related and demonstrated experience in by-law or enforcement administration.
- Previous experience operating as a screening officer for administrative penalties is considered an asset.
- Thorough working knowledge of the Provincial Offences Act, Planning Act, Building Code Act, Highway Traffic Act, Municipal Act, Dog Owners' Liability Act, Fire Protection and Prevention Act, Ontario Heritage Act, Evidence Act, Occupational Health and Safety Act, Municipal Freedom of Information & Protection of Privacy Act, and related regulations.
- Knowledge of inspection and enforcement practices.
- Excellent organizational, writing, priority setting skills with the ability to respect confidentiality.

Successful candidates will be required to complete a background check, including but not limited to a Judicial Matters and Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$62,109.50 to \$72,659.34, Band 7 on the Town's 2025 Pay Grid, plus a comprehensive benefits package.

Qualified candidates are invited to apply no later than 4 p.m. on **Wednesday, April 16, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.