



EMPLOYMENT OPPORTUNITY SEASONAL BYLAW OFFICER

Starland County is seeking an enthusiastic and motivated individual to join our team as a Seasonal Bylaw Officer. This position will work alongside our Community Peace Officer (CPO) with bylaws infractions, collecting data, records management, and assisting with other bylaw enforcement. This is a seasonal position, starting in April and will go until the end of October 2026. Typical work schedule will be Monday to Friday 8:00 a.m. to 4:30 p.m. Weekend work may be required.

The successful candidate must demonstrate integrity, professionalism, and respect in all interactions, and contributes positively to a collaborative team environment. They must have a valid class 5 Drivers License, strong verbal and written communication, critical thinking and conflict resolution skills, proficient knowledge of Microsoft office applications, and be able to de-escalate situations. Previous bylaw enforcement experience and knowledge of municipal bylaws is considered an asset. The job duties will include, but are not limited to the following:

- Enforce municipal bylaws such as animal control, parking, property standards, traffic regulations
- Respond to public complaints and inquiries in a professional and timely manner
- Issue warnings, violation notices, and tickets in accordance with applicable bylaws and legislation

Employees are responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations and for continually practicing safety while performing their duties. Starland County has a Substance Abuse Prevention Policy in place as a reflection of our commitment to protect the health and safety of employees, co-workers, the public and the environment. In accordance with this policy, pre-employment drug and alcohol testing is required prior to commencement of employment. A drivers abstract must be pulled and a clean criminal record/vulnerable sector check must be submitted and be bondable.

Expected wage for this position ranges from \$25.00 to \$35.00 per hour. Wages will align with education and experience. If this opportunity is of interest to you, please forward your resume and cover letter to the address below no later than March 19, 2026 at 4:00 p.m. For additional information about the job description or on our municipality, please see our website at www.starlandcounty.com

Starland County
PO Box 249 Morrin, AB, T0J 2B0
Attention: Human Resources Coordinator
Email: hr-office@starlandcounty.com

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