



Licensing Compliance Officer - Job ID #2642

Job Title	Licensing Compliance Officer	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Clerks
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay	\$42.92 to \$45.66	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Jun 18, 2026
Existing Vacancy	New Position	Closing Date (4:30 pm)	Jul 2, 2026

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. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Supervisor of Elections, Licensing and Administrative Services, the Licensing Compliance Officer is responsible for enforcement of the Lottery, Business Licensing and Registration Programs. The Licensing Compliance Officer will investigate complaints in relation to Chapters 326, 327 and 329 of the City of Brantford Municipal Code, performs on-site inspections, seeks compliance and/or conducts enforcement as required. This position reconciles lottery reports, prepares and issues compliance and financial reports, letters, notices, and orders, as well as prepares evidence for court actions, attends Provincial Offences court, appeal hearings, gives testimony related to the prosecution of offences as required. This position is the Clerk's Office liaison with community and civic inspection agencies, government agencies and related regulatory groups, compiles and maintains inspection files, records and databases and provides assistance to the Clerk's front counter when needed.

Qualifications

- Possess a three (3) year Community College program in Law & Security, Criminology, Business Administration or a related field of study
- Successful completion of MLEOA Part I - Foundations and Part II - Advanced is considered an asset
- Three (3) years previous experience required
- Must have demonstrated financial aptitude and experience in document auditing/evaluation and experience in by-law enforcement and dealing with the public

- Must have highly developed computer skills and fluency in the City's financial and computer programs, exemplary customer service skills and demonstrated conflict resolution skills
- Experience in Cloudpermit is an asset
- Possess and maintain a valid Ontario Class G driver's license in good standing throughout the course of employment
- Proven ability for accuracy and thoroughness on the job, initiative and sound judgment
- Experience with Municipal Business Licensing and Lottery Licensing programs
- Experience conducting inspections and investigations

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.