



Employment Opportunity

GEORGINA

Town of Georgina Human Resources
careers@georgina.ca



Manager of Municipal Law Enforcement

(Job ID#2019.94)

Department: Office of the Deputy CAO

Division: Municipal Law Enforcement

Location: Civic Centre

Status: Permanent Full-time

Number of Positions: 1

Salary/Wage Range: \$92,991 - \$114,872 per annum

Date Posted: June 19, 2019

Date Closing: July 3, 2019

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for managing and providing leadership to the overall operations and staff of the Municipal Law Enforcement Division including municipal by-law compliance, animal control and shelter services, and the school crossing guard program. ***For full details, please see attached job description.***

Minimum Qualifications:

Three (3) year college diploma in Law Enforcement or related discipline from an accredited College/University; Full membership/certification in good standing in both the Ontario Association of Property Standards Officers and the Municipal Law Enforcement Officers Association; Five (5) years' experience in a municipal setting and/or relevant experience with by-laws, legislation and compliance, at a management level; Experience managing and directing staff in a unionized environment is an asset;

How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.94** in the subject line. Please apply in confidence by **July 3, 2019** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.



GEORGINA

JOB DESCRIPTION

Title:	Manager, Municipal Law Enforcement	Position #:	NU08
Department:	Office of the Deputy CAO	Division:	Municipal Law Enforcement
Date Created:	March 1999	Revision Date:	June, 2019
Reports To:	Deputy CAO	Job Grade:	8
Direct Reports:	Animal Shelter Supervisor; By-law Secretaries; Municipal Law Enforcement Officers II; Municipal Law Enforcement Officers I; Seasonal Parking Control Officers; Weed Inspector; School Crossing Guards		
Indirect Reports:	None		
Employee Group:	Management		

(CUPE 905.03 CUPE 905.13; GPFFA; Non-Union; Management; Seasonal; Sessional; Temporary; Student)

Position Summary

Responsible for managing and providing leadership to the overall operations and staff of the Municipal Law Enforcement Division including municipal by-law compliance, animal control and shelter services, and the school crossing guard program.

Responsibilities

- Provides supervision to staff, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline, safety, and hiring/promotion/ transfer/succession planning and termination decisions.
- Ensures adherence to Town HR policies and employment and Health and Safety related legislation; keeping abreast of emerging legislation relevant to the Town's business.
- Manages the day-to-day scheduling, organization, co-ordination and monitoring associated with the work of staff.
- Provides regular and constructive feedback to staff on performance; recognizes achievements and provides individualized support.
- Manages, motivates and mentors staff cultivating innovation, creativity and build a highly effective team while delivering high standards of work quality and organizational performance.
- Facilitates the development and achievement of business and personal objectives which includes individual development action plans designed for the continued growth and sophistication of the team.
- Leads and directs all initiatives and activities pertaining to education, awareness and community outreach.
- Investigates and complies with legislation/by-laws/regulations.
- Identifies and recommends strategic and operational policy and by-law changes to meet current and changing needs.

Position Summary

- Provides advice and recommendations to Council on by-law and enforcement matters.
- Prepares financial and operational reports to senior management and Council.
- Enforces the Town's by-laws, including (but not limited to) property standards, animal kennels, taxi-cabs, land use, parking restrictions, noise, refreshment vendors, strip clubs, salvage yards, pawn shops, and signage.
- Oversees the operations of the Animal Control program and shelter and adoption services, serving the Town's needs and other participating municipalities.
- Oversees the administration and operation of the school crossing guard program.
- Represents the Town in defence of the Town's by-laws and related enforcement at Court proceedings.
- Oversees the administration of related tickets and fines.
- Develops policies and by-laws to promote the safety and well-being of the community and makes related recommendations to Council.
- Directs staff in: investigation function and recommendation of legal action where appropriate; determination of penalties and court action sought; and risk assessment of obstacles and benefits to specific legal actions.
- Manages and leads divisional staff including health and safety, training and orientation, recruitment and hiring, promotions, transfers and provides recommendations on discipline and termination decisions.
- Establishes strategic direction and professional standards for the Division.
- Develops short and long-term business plans and budgets aligned with corporate goals, through comprehensive research, benchmarking, analysis, monitoring and environmental scans.
- Recommends innovative strategies for service delivery, effective management and allocation of resources.
- Facilitates collaboration and interaction by building and nurturing strong relationships with external stakeholders, including the Regional Police Force, local youth groups, community representatives and the general public. Liaises and builds strong relationships with internal stakeholders, including Council and senior management.
- Develops, reviews and implements, as necessary, changes in inspection and enforcement policies, procedures, protocols and administrative processes based on court rulings and legislative changes.
- Establishes, coordinates, and manages administrative processes required to ensure municipal by-laws are in compliance with existing legislation and municipal by-laws.
- Prepares annual Divisional (including Animal Services) budget submission and monitors and effectively manages the approved budget within the approved corporate system, reports on same, and authorizes payment of accounts. Ensures revenues received by the Division are accounted for in accordance with policies and procedures endorsed by the Town of Georgina Finance and Treasury Divisions.
- Reviews requests and makes recommendations to Council regarding by-law exemption requests.
- Oversees early resolution program for parking offences.
- Conducts research, complies and analyzes statistics and utilizes data to prepare statistical and associated reports.
- Reviews and monitors the investigation documentation for complaints and ensures documentation and evidence is complete prior to prosecution. Participates directly in more difficult case management matters and negotiates with Regional Prosecution Staff and Town legal counsel as required.

Position Summary

- Undertakes special projects as required and performs other related tasks, as assigned, which are in accordance with job responsibilities or necessary Divisional or corporate objectives.
- Liaises with complainant, offender and solicitors on all complaints, inquiries, etc.
- Responds to enquiries and/or resolves complaints from the general public, staff, member of Council, community groups/organizations, municipal/provincial agencies, etc. regarding enforcement matters.
- Prepares detailed reports of evidence and completes necessary documentation and processes required for court proceedings including, preparation of information(s) for court, serving and filing summons for pending court cases, and gives evidence in court as required.
- Compiles reports on the status of enforcement proceedings for presentation to Council.
- Investigates infractions against licensing and regulatory by-laws, documents and reports on same.
- Designates/declares Dangerous/Aggressive dogs pursuant to Town By-law and prepares necessary documentation and follow-up, for appeals to Town Council, as necessary.
- Administers the Sign By-law by issuing permits, processing any minor variance applications when required and responds to and processes complaints.
- Conducts title searches to ascertain legal ownership of lands and outstanding liens against titles; obtains certification of various documents for presentation in court proceedings.
- Ensures the safety of all school children at the designated crossing areas.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
 - Enforces the Town's Health and Safety Program, procedures and best practices.
 - Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- Three (3) year college diploma in Law Enforcement or related discipline from an accredited College/University;
- Full membership/certification in good standing in both the Ontario Association of Property Standards Officers and the Municipal Law Enforcement Officers Association.

Experience:

- Five (5) years' experience in a municipal setting and/or relevant experience with by-laws, legislation and compliance, at a management level;
- Experience managing and directing staff in a unionized environment is an asset;
- One (1) year on the job for the period of adjustment, orientation, and adaptation.

Knowledge:

- Thorough working knowledge of applicable by-laws, court proceedings and local government

Position Summary

functions and responsibilities;

- Thorough knowledge of applicable legislation.

Competencies:

- Excellent organizational, analytical, problem solving, leadership, communication, public relations and supervisory skills;
- Ability to deal effectively with all levels of staff, other government agencies and elected officials;
- Ability to inspire, coach, teach and motivate the team;
- Expertise in citizen awareness/education, customer service and compliance approaches;
- Ability to effectively communicate (verbal and written) and relate to people at all levels in a positive manner and as an ambassador to the municipality;
- Maturity of judgement;
- Availability to attend evening and/or weekend meetings;
- Police Vulnerable Sector Check;
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;
- Driver's Abstract in good standing required to operate Corporation vehicles.

Physical Demands and Working Conditions

- Normal office conditions;
- Occasional requirement to travel and/or attend properties.