

Bylaw Compliance Clerk(Temporary for up to one year)

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

Job Summary:

Resumes are being accepted for the temporary position of Bylaw Compliance Clerk within the Bylaw Compliance, Security and Licensing Division. The successful candidate will provide administrative and clerical support for Bylaw Compliance, Security and Licensing staff with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Administrative Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

Hours of Work:

35 hours per week, between the hours of 8:00 a.m. – 5:00 p.m., Monday to Friday, some evening work may be required.

Duties:

- J Provide daily clerical assistance to the Bylaw Compliance, Security and Licensing Division
- J Receive, enter, schedule, co-ordinate and process complaints related to City Bylaws, Property Standards and Licensing
- J Act as Secretary of the City's Property Standards Committee, book meetings, take minutes, prepare correspondence and file reports
- J Prepare, format, print and process letters, reports, agreements, notices of meetings, agendas and minutes, surveys, and other correspondence
- J Process Bylaw notices issued by Compliance staff and prepare associated court documents
- J Schedule and coordinate Bylaw Compliance, Business Licensing and Property Standards inspections
- J Review and process licence applications/eligibility forms, group home registrations and Municipal Liquor Licence clearances
- J Issue lottery and business licences
- J Review lottery reports and report deficiencies to supervisor
- J Maintain office supplies inventories including preparing purchase orders, matching and forwarding receiving documents and invoices to Finance; prepares blanket purchase orders for regular purchases
- J Maintain information including physical and electronic files
- J Compile statistics with relation to Bylaw Compliance activities
- J Input/modify data and generate reports utilizing the City's security software programs
- J Receive and process applications for Bylaw exemptions
- J Assist with the process to update municipal bylaws and set fines
- J Perform other related duties as assigned

Qualifications:

-) Experience related to the duties listed above, normally acquired through a grade 12 diploma and 1 year related experience with an emphasis on assisting customers on matters related to bylaw concerns & licensing matters and providing relevant clerical support. Candidates with an equivalent combination of education and experience may be considered.
-) Knowledgeable of and have the ability to interpret municipal by-laws
-) Strong organizational, communication and office administration skills with the ability to manage multiple tasks in a busy environment.
-) Must possess knowledge of formatting and posting of documents and information on a web site.
-) Must have strong attention to detail and accuracy; ability to meet timelines
-) Must possess intermediate computer skills with Microsoft Office.
-) Experience with WAM, JDE, AMANDA, DLS, AutoProcess and Lenel would be an asset.
-) Experience with Business and Lottery Licensing would be an asset
-) Experience with Property Standards and Property Standards Committees would be an asset.
-) Must possess excellent team skills and have a sincere focus on quality customer service.
-) Knowledge of the Occupational Health & Safety Act.

Rate:

\$22.24 - \$27.32 per hour

How to Apply:

Qualified applicants are invited to apply using our online application system by Thursday, January 18, 2018. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

To access the online application system, please visit the job posting listed on <http://guelph.ca/employment-careers/> and click on the "Apply for this job" icon. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

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