

Town of Wasaga Beach



JOB DESCRIPTION

Department: Bylaw	Division: Administration
Effective Date: December 1, 2007	Revision Date: January 1, 2024
Approved By:	Wage Range: \$34.65-\$40.53
Hours of Work: 35 Hrs	Value Group: Group 5

JOB TITLE:

Bylaw Administrative Assistant and Licensing Officer

REPORTS TO:

- Coordinator, Municipal Law Enforcement/Property Standards – Municipal Law Enforcement Activities

SUBORDINATE POSITIONS:

- Bylaw Administrative Assistant

JOB PURPOSE: Reporting to the Coordinator, Municipal Law Enforcement/Property Standards, this position performs routine administrative work in support of effective and efficient Municipal Law Enforcement operations including: processing parking fines; responding to inquiries in person and over the phone; preparing correspondence and reports; issuing permits and dog tags; maintaining databases; general administrative responsibility for business and lottery licensing, including completing, compiling, and verifying, recording and processing documents such as applications, licenses, and permits, and payment in accordance with established procedures, guidelines and schedules; and performing other related duties as may be assigned.

TASKS:

	% of Time
1. Bylaw Administrative Assistant	50%
<ul style="list-style-type: none">• Support as required to By-Law Enforcement function. Perform general administrative/office duties and assists Municipal Law Enforcement Officers, as required, including but not limited to typing correspondence, entering and retrieving computer data, assisting with schedules, copying and filing documents, fax and e-mail, counter and telephone reception, provide public information, mail distribution, laminating documents, maintaining filing systems and office procedures, take and draft minutes of departmental meetings and ordering supplies and inventory, as directed;• Research as directed;• Receive applications and issue dog tags and permits, including but not limited to yard sales and signs and parking, and follow up as required including renewal notices;• Directs payments accordingly and reconciles revenues;• Refer inquiries to appropriate personnel/departments when required;	

- Maintain databases, prepare and provides statistical reports;
- Update all information in established databases and generate reports for current information and distribute to all necessary departments;
- Back up support for bus/coin, deliver bank deposits, and pick up/deliver mail, if required;
- Assist in daily activities of seasonal By-Law administration staff.

2. Business Licensing Officer 30%

- Administer business licensing operations, in accordance with established procedures, guidelines and schedules. Respond to all licensing inquiries;
- Receive and process Business Licence applications, circulate to applicable Departments, where required, administratively verify application information, verify and process payment, prepare licence and follow up with reminders and notices, when required;
- Prepare all Licenses; prepare all relative correspondence and issue licenses,
- Communicate with By-Law/Property Standards Officers and appropriate departments regarding inspections and follow up;
- Maintain databases, produce reports and balance monthly revenues;
- Research new legislative requirements and assist in drafting by-law amendments and correspondence, when required.

3. Lottery Licensing Officer 10%

- Respond to all lottery licensing inquiries including the general inquiries and with the Alcohol and Gaming Commission of Ontario (AGCO);
- In accordance with AGCO guidelines and Town Policy, process lottery (raffles, break open, bingo) license applications; determine eligibility; ensure all information is accurate; follow up with charity where necessary; calculate fee and process fee; prepare, print and execute license;
- Update database, print reports and follow up with charities to ensure all reports and financial information are submitted on a timely basis and reviewed, as required by the AGCO policies and procedures;
- Maintain accurate files and ensure adherence to AGCO and Council policies and procedures.

4. Other 10%

- Issue marriage licences, burial permits, and commissioner of oath services as required;
- Carry out special duties/projects and other duties when requested by the CAO, Clerk and Coordinator, Municipal Law Enforcement/Property Standards from time to time.

QUALIFICATIONS / EDUCATION:

- Completion of a post-secondary business related diploma/degree preferably; or equivalent related experience with demonstrated performance and ability;
- General Knowledge of Municipal Law Enforcement, Business and Lottery Licensing activities;
- Extensive knowledge of AGCO Charitable Policies;

- Extensive knowledge of computers and Microsoft Office applications required;
- Excellent interpersonal skills and customer service abilities with an ability to communicate effectively with all levels of staff, elected officials, the business community and general public;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational and time management skills;
- Excellent written communication skills to prepare e-mails, correspondence and minutes;
- Familiarity of the TOMRMS and Tab FusionRMS or other related electronic records management software preferred;
- Ability to work with and contribute positively to a service oriented team;
- Ability to provide a current, appropriate criminal records check, valid Ontario drivers' license and driver's abstract upon hire.

PROFESSIONAL DESIGNATION:

- N/A

EXPERIENCE:

One (1) year previous related job experience, with two (2) years involvement with Lottery Licensing, three (3) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date