



AMPS & ASE Supervisor (Job # 2024-075-IE)

Department:	Corporate Services
Status:	Full Time, Permanent
Date Posted:	October 23, 2024
Date Closing:	November 6, 2024, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$84,202 - \$102,444
Flexible Working Arrangements:	Hybrid

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

This role offers an exciting opportunity to be a key player in the development of our brand-new AMPS program and support in the implementation of the Town's ASE program. You would be joining a highly driven team that is characterized by a supportive and collaborative environment. This position involves interaction and collaboration with all business units. You will also engage with the public and stakeholders, representing the Town with professionalism and respect, developing positive relationships both internally and externally.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Commissioner, Corporate Services & Town Clerk, the AMPS & ASE Supervisor is responsible for the overall development, implementation, coordination, and administration of the Town's Administrative Monetary Penalty System (AMPS) and Automated Speed Enforcement (ASE), undertaking all activities in accordance with department and corporate goals and strategic objectives. This position prepares and oversees the administration of AMPS tickets, ticket disputes, appeals/tribunals, AMPS Administrator staff, and adjudication screening reviews. Acting as the primary point of contact for the Town on the AMPS and ASE program, the AMPS & ASE Supervisor will coordinate with external partners, agencies, etc. while ensuring the program complies with all legislation, regulations, and bylaws.

Qualifications and Requirements:

- Post secondary Degree in Public Administration, Public Policy, Business Administration, Law Enforcement, Paralegal, or equivalent combination of education and experience.
- 5 to 7 years' experience in municipal law enforcement or Court Administration/Prosecution duties.
- Strong understanding of and experience with AMPS and ASE programs is considered an asset.
- Experience working with the Ontario Ministry of Transportation and the Ministry of the Attorney General considered an asset.
- Excellent time management and organizational skills. Adept at effectively dealing with multiple competing priorities while consistently meeting deadlines.

- Class G Driver's license in good standing and reliable vehicle for use on corporate business.
- Due to the responsibilities of the position a Criminal Record & Judicial Matters Check satisfactory to the Town is required.
- Proven skills and experience in policy analysis, regulatory compliance, and business analysis.
- Knowledge of municipal bylaws, provincial regulations, and administrative penalty system.
- Demonstrated experience managing projects and leading change management initiatives
- Strong analytical skills with the ability to collect, interpret, and present complex data effectively.
- Demonstrated knowledge with government legislation and regulation related to enforcement.
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Computer proficiency in Microsoft Office suite, including customized Town programs and basic knowledge of typical office equipment.
- Superior customer service orientation with a focus on ensuring effective services; maintaining a positive, professional attitude.

How to apply:

Please forward your resume in confidence by **November 6, 2024, at 4:00 p.m.**, identifying **Job # 2024-075-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

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