



Employment Opportunity  
City of Port Alberni  
**Manager of Bylaw Services**

The City of Port Alberni is looking for a **Manager of Bylaw Services** to join a progressive and dynamic organization. The City is continuing with its strategic efforts to improve livability and safety in our community, and the Bylaw Services department plays an integral role in this effort. This position is an exciting opportunity for a Bylaw Services leader to continue to develop this department.

The City of Port Alberni is a community of 17,500 people. Located centrally on Vancouver Island, Port Alberni is a well-serviced municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains.

### **Responsibilities**

- Plan, organize, coordinate and supervise the work of the Bylaw Services team, providing leadership and technical support as required.
- Liaise with other City departments, RCMP and various external agencies in enforcement related initiatives and projects.
- Prepare reports and bylaws, provide advice, and make recommendations as required.
- Prepare and manage annual department budgets.
- Lead, coordinate and/or participate in related committees and working groups as required.
- Oversee the department's involvement with the Courts and legal services.

### **Qualifications & Experience**

- Degree or diploma in a related discipline and a minimum of 10 years' experience in bylaw enforcement OR a commensurate combination of education and experience
- Proven experience in a supervisory role
- Demonstrated interpersonal, communication, leadership and teambuilding skills, along with a proven ability to lead a team in a unionized environment
- Proven conflict resolution experience
- Knowledge and experience in interpreting and applying relevant legislation
- Ability to write and edit bylaws, as well as make recommendations as required
- Ability and desire to work in a collaborative manner with a wide range of stakeholders
- Valid driver's license for the Province of British Columbia

This is an exempt position. A competitive salary is offered in addition to a comprehensive benefit package.

Qualified individuals may apply by forwarding a resume and cover letter by 4:30pm on June 24 2019:

Attention: Krista Tremblay, Manager of Human Resources  
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8  
By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***