

BYLAW OFFICER

The Songhees First Nation, in Victoria BC, is recruiting a **Bylaw Officer** to join their team. Reporting to the Tax Administrator, the Bylaw Officer is responsible for enforcing the Songhees First Nation bylaws and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees

Interested applicants are invited to email their resume and cover letter, including salary expectations, to Lori Fitzgerald hr@songheesnation.com

Preference will be given to persons of Aboriginal ancestry.

The closing date for applications is 4:00 P.M. on February 27, 2012.

KEY ACCOUNTABILITIES:

1. Enforces the Nation's bylaws in order to ensure a safe environment for community members.
2. Discusses bylaw requirements with the people involved and attempts to reach an understanding and obtain voluntary compliance with the bylaw.
3. Plans, organizes and directs the development and implementation of the bylaw enforcement activities in collaboration with Chief and Council.
4. Assists in the establishment and achievement of bylaw enforcement deliverables based on the Nation's overall strategic plan and operating goals for each fiscal year.
5. Provides public education and awareness and promotes public safety in order to reduce the incidence of accidents, emergencies and bylaw infractions.
6. Liaises with the local RCMP detachment, community groups and organizations concerning safety issues and concerns, and bylaw awareness and enforcement.
7. Conducts regular patrols and performs day to day enforcement activities including issuing bylaw violation tickets, and responds to and where possible resolves resident complaints and concerns.
8. Investigates bylaw offences to prepare for court proceedings, and ensures evidence is gathered in an appropriate and legal manner.
9. Maintains detailed records of incidences and prepares reports for presentation to court.
10. Presents evidence and gives testimony in court, and performs follow-up on court responsibilities.
11. Maintain records including bylaw infractions, permits.
12. Assists the appropriate department in the preparation of the bylaw budget and is responsible for monitoring the bylaw budget.
13. Provides advice and recommendations to Chief and Council and the Tax Administrator on strategic planning and programs necessary for the enforcement of the Nation's bylaws. Ensures that the long term safety needs of the Nation are met.
14. Demonstrates leadership, client service attitudes, integrity, creativity and enthusiasm in achieving results directly and through work teams.
15. Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these.
16. Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility.

17. Sits on committees, attends meetings, fields telephone calls and emails.
18. Participates in the proper operation of the Nation's vehicle impound and storage facility including maintaining records.
19. Prepares enforcement related reports for Council and the Tax Administrator; carries out special projects as required.
20. Builds and maintains partnerships with potential and existing stakeholders to provide support for new programs and initiatives.
21. Carries out other duties essential to the position as directed by the Tax Administrator.

WORKING ENVIRONMENT:

- Office and field work within the Nation's territory;
- Occasional travel to attend meetings or conferences;
- May deal with hazardous goods or aggressive animals and may be required to lift items weighing over 20 kilograms;
- Evening and weekend work as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 and a diploma or certificate in Criminal Justice, Policing and Security or other related field; and
- Minimum 2 years experience in law enforcement or a related field; or
- An equivalent combination of education and experience;
- RCMP Auxiliary status preferred;
- Valid BC driver's license preferably with a Class 4;
- Valid Standard First Aid Certificate.

• **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of relevant legislation, regulations and acts pertaining to the enforcement services delivery environment;
- Thorough knowledge of proper investigative and interviewing techniques;
- Sound knowledge and understanding of the Nation's bylaws;
- Sound knowledge of the provincial court system;
- Working knowledge of the Criminal Code;
- Working knowledge of the culture, protocol and traditions of Aboriginal people to ensure respect, diplomacy, and tact to honour established and new relationships;
- Advanced critical thinking, observation, organizational, problem solving and decision-making skills;
- Sound written and verbal communication skills and the ability to discuss issues in a language suitable to the audience;
- Computer literate using MS Office;
- Ability to establish and maintain relationships with staff and collaborate effectively with internal and external stakeholders to develop, manage and evaluate programs/services considering client needs;
- Ability to interpret Chief and Council direction and incorporate into operational polices and procedures;
- Ability to deal with stressful or conflict situations and to react quickly with good judgment, diplomacy and tact;
- Ability to work independently with limited direction, act on own initiative, set own priorities and meet tight or changing deadlines;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues.

The Bylaw Officer position is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee. The potential employee will also submit a BC driver's abstract. Successful applicants will attain RCMP Auxiliary status within six months of commencing employment.

We thank all applicants for their interest in these positions. Only those selected for further consideration will be contacted.