



Employment Opportunity Bylaw Official Part-time Position

The Town of Rosetown is seeking a highly motivated, responsible individual for the position of Bylaw Official, Part-time position. This position requires an energetic team player with strong public relations, organizational and management skills, computer literacy, accounting, excellent oral and written communication abilities.

Reporting to the CAO, the Bylaw Official:

- Ensures the safety of residents, property and employees through the enforcement of municipal bylaws and provincial statutes within the municipal boundaries of the Town of Rosetown;
- Responds to complaints, investigates appropriately, issues tickets as appropriate and participates in court proceedings as required;
- Operates within approved policies, programs and budget of the Town;
- Provides public education and awareness programs and services in order to ensure the protection of residents, property and employees;
- Performs administrative tasks such as the creation and maintenance of records, preparation of associated reports and the preparation and management of the bylaw enforcement budget;
- Maintains expert knowledge or awareness of all bylaws under *The Municipalities Act* and Provincial Statutes.

Interested persons are encouraged to forward a resume, including salary expectations and references by 4:00 p.m. February 14, 2020 to:

Michele A. Schmidt, CAO
Town of Rosetown
Box 398, Rosetown, Saskatchewan S0L 2V0
Phone: 306-882-2214
E-mail: administrator.rosetown@sasktel.net

To receive a copy of the Bylaw Enforcement Officer detailed job description or for further information please contact Michele A. Schmidt

We thank you for your interest in our community however only those selected for an interview will be contacted.