

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting opportunity in the **By-Law and Compliance Department** for an experienced and motivated individual*

**BY-LAW POLICY MANAGER  
(FILE 14-1974-MBX – UNDER REVIEW)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

*Responsible for:* Working with all levels of staff and management, serving as a key resource in the achievement of departmental/corporate goals, and strategic initiatives. Researching, developing, preparing reports and implementing policies, by-laws, business processes, and work plans. Assisting in the development of the departmental budgets and strategic direction. Developing and sustaining quality assurance initiatives and performance measures. Coordinating the work of Departmental staff, and assisting in developing and delivering training for staff. Coordinating public consultation processes, developing public education and outreach campaigns, preparing recommendations, presentations and reports for Committees and Council.

*Qualifications and experience:*

- University degree in Business/Public Administration, Law or suitable equivalent, directly relevant to job function.
- Minimum 5 years' experience working in the legal or law enforcement field, or suitable equivalent combination of knowledge, education and experience.
- Considerable project management experience with ability to lead project teams, balance coinciding and competing priorities, develop and implement strategies, business plans and solutions in a major public sector organization, and working familiarity with the Project Management Professionals (PMP) body of knowledge, including functioning as a policy advisor for Management.
- Experience establishing and implementing by-law strategies, as well as direct relevant experience completing complex analytical business cases for developing/revising municipal by-laws and policies is considered an asset.
- Extensive experience in research methodologies, formulation of options and recommendations as well evaluation of policies, procedures, and training; including experience and formal training in strategic planning.
- Ability to conduct oneself in a manner bestowing tact and diplomacy within a political environment.
- Excellent oral / written communication skills, compelling presentation, negotiation and stakeholder relations skills coupled with facilitating and managing committees, and delivering adult training.
- Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies.
- Proficient computer/keyboarding skills with a thorough working knowledge of Microsoft Office Suite.
- Valid 'G' driver's license in good standing with access to a reliable vehicle to utilize on corporate business, and the ability to work flexible hours to accommodate evening and weekend meetings and work related duties, as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting File **14-1974-MBX** in the subject line by **Tuesday, August 19, 2014** to:

Human Resources Department  
City of Vaughan, 2141 Major Mackenzie Drive  
Vaughan, ON L6A 1T1  
Fax 905-832-8575  
[resume@vaughan.ca](mailto:resume@vaughan.ca)

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*