



About the Town of Okotoks

People who visit and live in Okotoks often comment on how beautiful the scenery is – the mountain views are majestic and the Sheep River valley is at the heart of where we play. They love that Okotoks is just 15 minutes south of Calgary and a short drive to Kananaskis Country. Okotoks has gained a reputation as an award-winning community, recognized nationally for our commitment to sustainability and to organizational excellence. With our new annexation plans, the community will grow substantially over the next 60 years. These are exciting times for Okotoks as we envision and plan for our future, while we remain committed to maintaining the enviable lifestyle our residents enjoy.

Okotoks is in the process of annexing surrounding lands that will substantially expand our borders, requiring forward thinking Managers to take the Town to the next level in provision of service and streamlining expanded daily operations. We have a challenging opportunity for a team-oriented individual with a strong municipal policing or bylaw background who is committed to community safety and well-being. We are seeking an energetic person who has prior experience with both office and field settings in enforcement to lead the team.

MUNICIPAL ENFORCEMENT MANAGER

The Manager is responsible for enforcement of municipal bylaws, applicable statutes as per appointment from Alberta Justice, as well as other public safety activities and education. The incumbent manages all aspects of the Business Centre, overseeing the team and ensuring appropriate enforcement levels are maintained. Activities include budget preparation and presentation, investigation, report writing, staff utilization, staff development, participating & attending internal and community meetings, and maintaining cooperative relationships with other enforcement and protective service agencies.

A related degree (i.e. Criminology) is preferred. A diploma or a combination of education and equivalent experience may be considered. Must have or be eligible for Provincial Peace Officer status along with a minimum of 10 years of policing or municipal bylaw enforcement experience in both office and field setting, 3 of those years in a supervisory role. Strong knowledge of the Alberta Peace Officer Manual is essential. Excellent customer service, investigatory, reporting, conflict resolution and mediation skills are required. Knowledge of body worn & video camera systems, Report Exec software, records management and FOIP legislation are definite assets. The incumbent must have and maintain security clearance at the level of 'Verified Reliable'.

If you enjoy a busy work environment we offer a competitive salary plus a comprehensive benefit package with pension. For more details and to apply visit our website at www.okotoks.ca. Interested applicants must forward a detailed resume by April 21, 2017.

We thank all applicants in advance for their interest. Only those receiving an interview will be contacted.