



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. It's Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit RichmondHill.ca to learn more about the place "Where people come together to build our community."

Legislative and Projects Advisor / Lottery Licensing Officer

Corporate and Financial Services Department

Reporting to the Deputy Town Clerk, this position will:

- Be responsible for all functions related to the issuance of lottery licenses including determining eligibility and reviewing and monitoring all licensed charities' financial and administrative reports to ensure compliance with the policies and procedures of the Alcohol and Gaming Commission of Ontario (AGCO)
- Be responsible for the administration of the Death Registry
- Issue marriage licenses and act as an Officiator of marriages
- Carry out administrative duties related to various provincial legislation including the Planning Act, the Municipal Act, the Ontario Heritage Act, the Development Charges Act and the Municipal Elections Act
- Process Statutory and other Public Notices required by various legislation and Town policies
- Process Appeals such as a Notice of Appeal to a proposed Official Plan/Zoning By-law Amendment application, and Notice of Objection to a proposed heritage designation
- Assist with drafting By-laws
- Maintain official records and Registers as required
- Provide customer service to the Clerk's Office including responding to public inquiries at the counter
- Participate in special projects and perform other duties as assigned

Your qualifications include:

- College diploma in Business, Legal or Public Administration, Security and Law Enforcement or related field
- Minimum of three (3) years related experience working with legislation, Acts, by-laws and with the lottery industry
- A University degree in a related field would be an asset
- A specialized understanding of accounting principles in order to review and analyze financial reports of charitable organizations and identify possible misappropriation of lottery funds that may result in prosecution of an organization under the Criminal Code of Canada
- Knowledge and experience with the Lottery Licensing Policy Manual and Alcohol and Gaming Commission of Ontario (AGCO) Policies
- Ability to interpret and understand provincial legislation as well as governing legislation from AGCO
- Demonstrated research, analytical and problem solving skills
- Strong organizational, report writing and customer service skills as well as the ability to communicate effectively with the public
- Demonstration of the Town's corporate values of service, collaboration, care, and courage
- Proficiency with software applications, specifically Microsoft Word, Excel, Access and land planning software
- Alcohol and Gaming Commission Training, Ontario Charitable Gaming and Ontario Commercial Gaming Training would be an asset
- Course work in Accounting/Bookkeeping would be an asset

The salary for this position is \$62,068. to \$73,004., (Subject to compensation review).

Applications will be accepted up to **4:30 p.m., on September 26, 2017**. To apply visit our website at: RichmondHill.ca/Employment

Note: This position is being advertised concurrently to internal and external candidates. We thank all candidates for their interest, however, only those under consideration will be contacted.

The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.