

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Community Bylaw Services Coordinator (Clerk 4)
Status:	Temporary Full-Time (Position duration anticipated until the return of the incumbent)
Work Area:	Community Bylaw Services
Posting Date:	September 5, 2025
Closing Date:	September 19, 2025

GENERAL SUMMARY

Under the supervision of the Community Bylaw Services Manager, this position provides excellent customer service and administrative support to the Community Bylaw Services Department including dispatching bylaw team members, creating enforcement files, coordinating disputed Bylaw Notices and coordination of the Bylaw Adjudication Process. The Community Bylaw Services Coordinator is responsible for answering enquiries and assisting the public with bylaw-related issues.

MAIN DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Receives telephone, email, written, or counter enquiries and provides general departmental information as well as information on Bylaws and the complaint process.
- Acts as the principle point of contact for the Community Bylaw Services department by phone.
- Monitors the primary department inbox and ensures that all requests for service are distributed to Bylaw staff for completion.
- Creates enforcement files and relays incoming complaints to available Community Bylaw Services Officers and Community Patrol Officers.
- Guides members of the public through the process of disputing an alleged offence depending on the specific enforcement tool.
- Coordinates Bylaw Notice disputes and performs the function of the screening officer.
- Reviews appeal notices with disputants and determines validity of appeal within prescribed timelines.
- Cancels or reduces tickets to warning and reduces fine amounts based on the complainant's ability to meet the terms of the Compliance Agreement.
- Assists with organizing adjudication hearings including arranging hearing location and required technology for hearings held in Squamish.
- Attends adjudication hearings either by phone or in person.
- Performs data entry to support Municipal Ticket Information (MTI), Bylaw Warning Notices, Bylaw Notices, and Bylaw Notice Adjudication processes.



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- Maintains overdue fine payment processes, including data entry, running daily batch reports, creating late payment notices, and mailing communications to respective parties.
- Liaises with other departments within the District including Building and Planning, Environment and Engineering to ensure a coordinated and consistent application of the District's Bylaws, regulations and processes, as well as external authorities.
- Participates in the training of clerical staff under the supervision of the Community Bylaw Services Manager.
- Acts as a "super- user" for department software tools such as TEMPEST.
- Maintains and files a variety of office records, including original documents in accordance with established records retention policies.
- Records meeting minutes for team meetings, distributes agenda and past minutes.
- Composes routine correspondence for completion by or signature of others.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the Community Charter and the regulatory bylaws of the District of Squamish.
- Thorough knowledge of the Municipal Ticket Information, Bylaw Noticing, and the Bylaw Notice Adjudication processes.
- General knowledge of the roles and responsibilities of local government.
- Knowledge of municipal records management procedures.
- Excellent interpersonal skills with the ability to foster positive relationships with both colleagues and the public.
- Strong communication skills with the ability to produce clear, concise and accurate written documents.
- Strong conflict resolution skills and the ability to diffuse hostility in an effective manner and consistently maintain a professional and diplomatic demeanour.
- Good organizational skills and the ability to perform multiple duties simultaneously with deadlines.
- Advanced computer skills with a minimum typing speed of 50wpm and thorough knowledge of Microsoft Office including MS Word, Excel, and Outlook.
- Proven ability to work independently with minimal supervision, to problem solve, and to exercise sound judgement.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Ability to work safely and in compliance with the District of Squamish Health and Safety Policy, WorkSafe BC and other related health and safety regulations.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- An original Police Information Check that is satisfactory to the Employer
- Diploma or Certificate in Business Administration, Paralegal Studies, or a related field
- A minimum of 3 years' experience working in an administrative capacity
- Experience working in an enforcement environment is an asset
- Experience with Bylaw Noticing and Bylaw Adjudication is an asset
- OR
- An equivalent combination of training, education, and experience.



Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00 am to 5:00 pm, fortnight schedule.

Salary: \$37.14 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #25-98

Human Resources
District of Squamish
37955 Second Avenue, P.O. Box 310
Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.



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