



Manager of ASE & AMPS

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated professional to contribute to the Corporate Services Department.

Reporting to the Director of Corporate Services, this role is responsible for the development, implementation and management of the Automated Speed Enforcement (ASE) and Administrative Monetary Penalty System (AMPS) programs.

Duties and Responsibilities

- Participates in the development of the ASE & AMPS Division strategies, policies.
- Proposes new strategies and long-term initiatives relative to programming, future requirements and administrative changes.
- Leads and coordinates direction to staff in the implementation of strategic and annual business and work plans, and major policies and service level standards.
- Ensures all Division programs comply with Bylaws, provincial guidelines and governing laws and regulations.
- Oversee the Town's AMPS/ASE programs, ensuring consistency and fairness in penalty assessment and collection.
- Develop and implement mechanisms to monitor and evaluate the effectiveness and efficiency of the AMPS/ASE programs. Analyze data and metrics to identify trends, assess program performance, and propose improvements or modifications as necessary.
- Draft detailed reports, bylaws, policies and procedures, training material and guidelines and evaluation methods.

Key Competencies and Qualifications

- Degree in Public Administration, Public Policy, Business Administration or Law Enforcement.
- Three years of experience with a law enforcement or public policy background with preference given to those with automated speed enforcement and administrative monetary penalty programs.
- Previous supervisory experience is considered an asset.
- Excellent interpersonal skills and judgement to exercise proper and full authority but in a judicious service-oriented manner; ability to diffuse hostile members of the public.
- Proven skills and experience in policy analysis, regulatory compliance and business analysis. Knowledge of municipal by-laws, provincial regulation and administrative penalty system.
- Demonstrated proficiency with information technology including Microsoft Office Suite and Adobe Acrobat Writer.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$96,730 to \$117,577 (2025 rates) based on a 35 hour workweek plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is January 5, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.