



***King is Hiring***  
**AMPS Coordinator**  
**Contract (12 Months), Part-Time (3 Days per Week)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the By-Law Services Supervisor, the AMPS Coordinator is responsible for the following:

- Coordinate the Administrative Monetary Penalty System (AMPS), scheduling and adjudicating screenings of administrative penalties.
- Processing reports for cost recovery of unpaid penalties.
- Prepare full disclosure for hearings and appeals including evidence submitted by the public and paperwork associated with the Enforcement Officer involvement, and all relevant documentation and legislation.
- Function as the primary liaison for the AMPS program, training, responding to public complaints/concerns and coordinating activities with internal staff, external stakeholders, and disputants.
- Provide support and guidance when dealing with escalated issues. Deal with upset disputants in a timely and professional manner on a regular basis. Escalate unresolved or complex issues to Supervisor as necessary.
- Communicate screening decisions to disputants.
- Monitor service levels to ensure established targets are being met and advises the Supervisor as necessary when issues arise.
- Generate monthly reports for the AMPS program. Send reports to Finance for cost recovery of unpaid penalties. Review and analyze data, prepare program statistics on the AMPS program for review by the Supervisor.
- Purge all information gathered from registered vehicle owners in accordance with the municipal agreements with the Ministry of Transportation and the Ministry of Attorney General.
- Perform all duties of a Screening Officer.
- Maintain current knowledge through investigation and research of changes within the field, changes in legislation, bylaws, or processes to ensure appropriate administrative function of required activities within the AMPS Program.
- Provide input to or create new work methods, procedures or manuals and materials for the Administrative Monetary Penalty System, in accordance with provincial regulations including looking for ways to improve the program.
- Ensure compliance with all department and corporate policies, procedures, legislation, and regulations in accordance with Town requirements and practices.
- Participate in special projects as assigned including coordination and implementation of system enhancements.
- Provides back-up support to the Supervisor in their absence as required.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- University degree or college diploma in Law Enforcement or a related program is an asset.
- Previous related experience with a good knowledge of municipal organizations.
- Experience in adjudication and mediation an asset.



- Knowledge of Cityview and AIMS considered an asset.
- Knowledge of the Administrative Monetary Penalty System considered an asset.
- Knowledge of by-laws, applicable provincial and federal statutes and regulations, rules of evidence, property rights, Freedom of Information and Privacy Legislation, Municipal Act, etc.
- Excellent oral and written communication skills to prepare reports to make presentations to Council and to provide evidence in court.
- Excellent interpersonal skills and judgement, diplomacy and negotiating abilities, and the ability to diffuse hostile members of the public.
- Experience in delivering effective customer service.
- Strong organizational and time management skills, ability to work under pressure to ensure timely decisions and deadlines are met.
- General understanding of the Township's By-laws and Procedures.
- Thorough knowledge and ability to interpret applicable government regulatory bylaws (such as parking, sign and licensing bylaws), municipal and provincial legislation such as Provincial Offences Act, Municipal Act, Municipal By-laws.
- Skill and efficiency required in the use of computers and related software, including but not limited to: Microsoft Word, Excel and PowerPoint software, City View, Outlook e-mail and other applicable software.

**Conditions of Employment:**

- Frequently working with disputants who may be disgruntled or angry through email or telephone with the occasional interaction with individuals in person who require accommodation.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to listen and communicate effectively with the public and other agencies.
- Must be legally authorized to work in Canada.

Salary Range/Wage Rate: \$39.92 per hour.

**Vacancy Disclosure:**

This posting is intended to fill a 12 month contract on a part-time basis.

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on March 26, 2026.**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [king.ca/employment](http://king.ca/employment) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*