



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE
2018 ANIMAL LICENCE SALES AGENT
(6 MONTH-CONTRACT POSITION APRIL TO OCTOBER)

Description:

The Township of Uxbridge is seeking an individual to fill the Animal Licence Sales Agent contract position for spring, summer and fall of 2018. This self-motivated individual shall be capable of organizing and implementing the current animal licence program applicable to the Township of Uxbridge and Scugog. Qualified applicants must possess their own transportation and provide a valid Driver's Licence, Driver's abstract and proof of automobile insurance. A Criminal reference check including vulnerable sector screening must be provided by the selected applicant.

Animal Licence Sales Agent (Contract Position) Job Duties & Requirements:

- Wear an Identification Card (provided by Township) at all times when selling licences.
- With the exception of Sundays and holidays, going door-to-door to determine whether or not the resident has a pet(s) to licence.
- Complete the required licence forms, including a description of the animal (spayed/neutered/intact, age, colour, name, etc.) and ensuring the resident(s) name and civic address, i.e. house number and road name are on the receipt.
- Accepting licence fees
- Provide completed receipt books with the balanced cash/cheques pertaining to that book to Supervisor of Animal Services;
- Maintain an up to date map indicating the completed areas.
- The successful applicant should have a grade 12 education, experience in sales, cash handling preferably in a municipal setting.
- Strong communication and interpersonal skills, excellent written and verbal skills

The position will include scheduled days, afternoons, evenings and weekends working rotating 3 hour shifts, 4 days a week. Your hourly wage will be \$16.67/hour for a work week of 12 hours. Additionally, you will be awarded two dollars (\$2.00) per licence for every licence sold above the established amount of 6 per shift. Furthermore, you will receive fifty four cents (\$.54) per kilometre for travel in your personal vehicle.

Interested applicants should submit a cover letter and resume by **March 9, 2018 at 4:30p.m.**, marked as confidential and addressed to Andre Gratton, Manager of By-law Services, the Township of Uxbridge, PO Box 190, 51 Toronto St South, Uxbridge, Ontario L9P 1T1. E-mail agratton@town.uxbridge.on.ca

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.