

## **ACLS Job Opportunity: Part-time Registrar**

April 26th, 2018

Dear member,

The Association of Canada Lands Surveyors needs to hire a part time Registrar.

**Salary: \$60.00 to \$65.00 per hour at an estimated average of 15 hours per week**

The Association of Canada Lands Surveyors (ACLS) is the national licensing body for professionals surveying in the three Canadian territories, in the Federal parks, on Aboriginal reserves, on and under the surface of Canada's oceans. The exclusive title attributed to these professionals is that of Canada Lands Surveyor (CLS). To learn more about the ACLS go to: [www.acls-aatc.ca](http://www.acls-aatc.ca)

**The Registrar** is appointed by the ACLS Council under the authority of Section 33 of the Canada Lands Surveyors Act to carry out duties as required by the Act. He or she oversees all statutory and regulatory matters of the Association of Canada Lands Surveyors as required by the Canada Lands Surveyors Act and the regulations thereunder. In particular:

- Supporting the ACLS Board of Examiners in its management of the entry to the profession
- Is responsible for the efficient management of the ACLS Complaints and Discipline process
- Responding to inquiries from the public or from other surveyors and takes appropriate action
- Monitors compliance of licensed members with the mandatory continuing professional development requirements.

Since the ACLS provides administrative support and Registrar services for the Canadian Board of Examiners for Professional Surveyors (CBEPS), the ACLS Registrar also provides the following services:

- Support for all CBEPS committees.
- Supervision of the CBEPS examinations process.
- Preparation of the files for the assessment of candidates.
- Support the university accreditation process
- Support the process for awarding subject exemptions from learning institutions.

The chosen candidate will work with the Board Administrator who will act as his or her assistant.

**Qualifications for this role include:**

- Knowledge of and ability to enforce legislation
- Possesses a Canada Lands Surveyors Commission or have another surveying commission and commits to obtain it in two years
- Policy development and implementation skills, ability to comply with legislation
- Tough but fair minded
- Good communicator
- Conflict resolution skills
- Excellent writing and verbal skills in the English language and at least a basic knowledge of the French language with commitment to improve in the first 2 years on the job.

**Working Environment:**

Ideally, the Registrar will work at the ACLS head office. However working from another location is quite acceptable.

For complete job description, [click here](#).

Please send your résumé and cover letter to the Executive Director, Jean-Claude Tétreault at [jctetreault@acsls-aatc.ca](mailto:jctetreault@acsls-aatc.ca) or by mail at:

Association of Canada Lands Surveyors  
900 Dynes Road, Suite 100E  
Ottawa ON K2C 3L6

**Deadline: Midnight Eastern Daylight Time on May 31<sup>st</sup>, 2018**

Sincerely,

Jean-Claude Tétreault  
Executive Director