

Career Opportunity



Enhance your lifestyle and your career . . .Join us now as:

Municipal Support Services Manager - RCMP Competition No: 01-39/11

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Reporting to the Community and Corporate Affairs Director, the Manager of Municipal Support Services has accountability for leading a team that delivers a broad range of strategic policing services including: front counter administration, records management systems and cellblock management. The Manager's role is to deliver the quality of services that the RCMP, the City and the community need in a respectful, effective and efficient manner.

You will work closely with RCMP Operations within the Kamloops Detachment to resolve operational and administrative issues and to build opportunities for future success.

If you are an excellent communicator with a Bachelor's degree in business or local government administration, criminology or a related discipline and have a minimum of seven years of management experience this may be the role for you. Knowledge of the PRIME (Provincial Records Information Management Environment) is an asset. Our ideal candidate has a demonstrated ability to multi-task in a fast paced environment. We are seeking someone who is committed to continuous improvement in keeping with our values of trust, health, innovation, openness and pride.

The salary for this exempt position is \$6,731 - \$7,292 per month with an excellent benefit package.

If you are ready to take on this challenging and rewarding leadership role, forward your resume and a brief cover letter quoting Competition No. 01-39/11 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-828-3635
Email: HR@kamloops.ca

A full job description and information about the City of Kamloops can be found at www.kamloops.ca. Applications will be reviewed commencing December 2, 2011 and will remain open until the position is filled.



The City of Kamloops is focused on creating the highest levels of service excellence, based on a company culture that celebrates the employees who make it all happen. We offer ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.



Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!

CITY OF KAMLOOPS

JOB DESCRIPTION

Position: Municipal Support Services Manager - RCMP

Department: Community and Corporate Affairs Division: RCMP

Review Date: November 2011

Location: RCMP Detachment

GENERAL ACCOUNTABILITY

Reporting to the Community and Corporate Affairs Director, and under the direction of the RCMP Officer in Charge, the Municipal Support Services Manager - RCMP is responsible for the efficient and effective provision, planning and coordination of municipal support services at the Kamloops RCMP Detachment. Considerable judgement must be exercised in carrying out the responsibilities of the position so as to effectively support the policing operation of the RCMP while at the same time aligning these needs with the overall corporate objectives of the City of Kamloops.

The incumbent acts as an effective liaison between the City and the RCMP on personnel, finance, purchasing, budget, payroll, building maintenance and related operations and ensures that all applicable policies, contracts, rules, regulations and agreements are administered appropriately. Policy matters are discussed with RCMP and City authorities.

NATURE AND SCOPE

This position is one of five reporting to the Community and Corporate Affairs Director. The other four positions are the Deputy Corporate Officer, the Fire Chief, the Community Safety and Enforcement Manager and the Office Services Supervisor – CCA.

Reporting to the Municipal Support Services Manager – RCMP are three exempt positions; the Municipal Support Services Assistant Manager - RCMP, the Records Management System Supervisor, and the Police Support Services Supervisor.

In addition, the following union positions also report to the Municipal Support Services Manager – RCMP: the LAN Administrator, Data Technician, Crime Analyst and the Community Policing Coordinator.

The Municipal Support Services Manager – RCMP is responsible for achieving the strategic, financial and operating goals of the Division in addition to overseeing the management of the support services provided by the municipal staff. The incumbent liaises with Detachment RCMP Managers in order to ensure that the municipal support function meets the objectives and expectations of the Officer in Charge, consistent with the requirements of the Community and Corporate Affairs Director.

The incumbent liaises with the various City of Kamloops Departments, RCMP Detachment Managers and RCMP "E" Division Departments on issues affecting the administration of the municipal support function at the RCMP Detachment and the Federal / Provincial Policing Agreement. The Municipal Support Services Manager - RCMP collaborates with the RCMP and RCMP Detachment Managers in the preparation of the annual municipal budget, and has input into the RCMP budget with respect to city funding. The incumbent must also manage the municipal budget while working within established guidelines and protocols.

The Municipal Support Services Manager - RCMP is responsible for property management at the Detachment including building maintenance and the procurement of office furniture, equipment and other related services.

The incumbent works with minimal supervision and exercise considerable independent judgement in the decision making process. In addition, the incumbent is responsible for the traditional management responsibilities of hiring, motivating and coaching employees, assessing employee performance, exercising disciplinary action and for dealing with grievances.

SPECIFIC ACCOUNTABILITIES

1. Plans for future needs and quality assurance of the municipal support service provided in the various Detachment units.
2. Ensures the effective direction and coordination of municipal administrative operations for the City of Kamloops RCMP detachment.
3. Ensures that employees participate in training and development opportunities, which will enable them to meet present and future career goals.
4. Creates an environment that promotes teamwork.
5. Maintains effective liaison between the City of Kamloops and RCMP to ensure that all applicable rules, regulations, policies and agreements are properly administered.
6. Maintains effective liaison with other City Departments, RCMP Detachment Managers and employees.
7. Develops and manages financial plans and the municipal budget.
8. Manages the property at the Detachment, including building maintenance, furniture and equipment.
9. Sets long and short-term strategic plans as they relate to municipal, provincial and federal goals.
10. Identifies and implements process, workflow, policy and procedure changes, based on feedback, in order that detachment and city objectives and requirements are effectively achieved.
11. Provides the Department Director with routine reporting on pertinent divisional issues and ensures that monthly crime statistic reporting is presented to City Council and the policing committee, in consult with RCMP.
12. Has overall management accountability for the delivery of the auxiliary policing program and Victims Services functions.
13. Conducts annual performance appraisals for his/her exempt direct reports.
14. Manages the hiring, motivating, coaching and development of employees.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.:

- Bachelor's degree in Business OR Local Government Administration, Criminology or related discipline;
- Minimum seven years of management experience, preferably in a unionized environment;
- Demonstrated experience in preparing business plans and understanding and using financial statements and budgets;
- Strong communication skills; oral and written;
- Able to deliver customer focused services through high performance teams;
- Must be able to obtain and maintain an RCMP Reliability Security Clearance;
- Valid BC class 5 driver's license.

PREFERRED QUALIFICATIONS:

- Management experience in a multi-functional, municipal government setting;
- Previous experience in a police environment;
- Knowledge of the PRIME (Provincial Records Information Management Environment).