

NOW HIRING



CITY OF
PORT ALBERNI

MANAGER OF POLICE SUPPORT SERVICES

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently looking for a **Manager of Police Support Services** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. Reporting to the Manager of Community Safety and working closely with the RCMP Officer in Charge, the successful applicant will be responsible for the management of municipal employees at the RCMP detachment.

Responsibilities:

This position provides leadership and supervision to municipal employees who perform a wide range of support services at the RCMP detachment, including reception, police records management, court liaison, exhibit administration, CPIC, transcription, building maintenance and custody of prisoners. Specific responsibilities include:

- Directing, coordinating and supervising the work of municipal employees
- Hiring and training staff as required
- Ensuring high standards of effectiveness and efficiency within the department
- Ensuring that the Municipal Police Unit Agreement is managed appropriately
- Preparing and managing budgets as required
- Ensuring that all applicable City and RCMP policies and procedures are administered appropriately

Qualifications & Experience:

- Post-secondary education in business or public administration or a related discipline; or an equivalent combination of education, training and experience
- Minimum of 5 years' experience in administrative management, including supervisory experience
- Demonstrated ability to multi-task in a fast-paced environment
- Excellent interpersonal, communication and team building skills
- Ability to exercise independent judgement while working toward departmental objectives
- Previous experience in court and police procedures, as well as a working knowledge of PRIME
- Knowledge of CPIC and JUSTIN data base systems would be considered assets
- Ability to obtain and maintain RCMP security clearance
- Valid BC Class 5 driver's license

This is an exempt position. A competitive salary is offered in addition to a comprehensive benefit package. Qualified individuals may apply by forwarding a resume and cover letter by 4:30 pm on June 6, 2022:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

