



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Career Opportunity

Municipal Operations Manager RCMP Detachment

The City of Cranbrook is looking for an experienced and passionate administrative professional to join our vibrant and progressive RCMP detachment.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
23-01	Exempt	Full-time	35-hour work week

POSITION SUMMARY

Under the day-to-day direction of the Detachment Commander and with support from a Municipality Director, this position provides an operational link between Municipal employees and RCMP. Supervising more than 16 municipal employees and a fluctuating number of casuals, this position supports the Detachment Commander in ensuring efficient and effective administrative systems for the RCMP detachment personnel. The position requires independent action and judgement within defined guidelines.

BENEFITS

This position offers a competitive compensation and benefits package, which includes:

- 4 weeks of vacation to start, in addition to statutory days off throughout the year
- 12 days available for sick leave
- Flexible work week
- Performance-based salary progression
- Extended health, dental and vision coverage as well as critical illness and more
- Yearly wellness bonus
- Employee assistance program
- Employer matching pension plan through Municipal Pension Plan (MPP)
- Continued support for your professional development and growth

KEY RESPONSIBILITIES

- Maintain ledgers of municipal monies received and the practices used for reporting and depositing revenue related to payments for reports and fine monies received
- Responsible for managing local RCMP municipal cash contingency account
- Monitor all expenditures within the Municipal budgets; identify needs and, if applicable, arrange for the transfer of funds for Municipal/RCMP budgets

- Following general office procedures, performs functions including preparation of reconciliations and reports
- Remain current with modifications and directives relating to all administrative/operational matters
- Make recommendations to the detachment commander with respect to municipal administrative/operational procedural changes
- Certify invoices for suppliers, repairs and servicing of office equipment/inventory or building needs
- Liaise with suppliers when contracting office equipment/rentals and service contracts
- With designated contacts, discuss discrepancies, system or equipment problems, arranging for changes or repairs to equipment, new equipment, budgeting, etc.
- Maintain detachment inventory
- Oversee timely procurement of materials and equipment for the detachment
- With procurement team, advertises, accepts bids and arranges contracts for equipment rentals, service contracts
- Verify, and process Municipal staff travel expense and overtime claims
- Plan and assign work, including shift schedules
- Coordinate requests for repair/general maintenance of City RCMP facility
- Provide back-up relief as required
- In liaison with Human Resources, this position leads the hiring process and ensures that Enhanced Security Clearance is complete in accordance with requirements for various RCMP municipal jobs

ESSENTIAL QUALIFICATIONS

EDUCATION

- Diploma in Business Administration/Accounting or Equivalent Accounting/ Business Administration Certification

LICENSES / CERTIFICATES

- Class 5 Driver's Licence

EXPERIENCE

- Two (2) years accounting experience including budget preparation; analysis and reconciliation of accounts
- Office administration and staff supervision experience

SPECIFIC SKILLS

- Quick and accurate computer data entry; spreadsheet and word processing
- Functional knowledge of RCMP Operations
- Excellent verbal and written communication skills
- Demonstrated ability to exercise considerable tact, courtesy, and diplomacy in dealing with members of the public, other agencies and staff
- Excellent organizational and time management skills

SPECIAL REQUIREMENTS

- RCMP Enhanced Security Clearance
- Knowledge of Financial Administration Act dealing with expenditure, initiation, and certification of invoices
- Knowledge of RCMP Manuals, Federal, Provincial and Municipal legislation
- Knowledge of Municipal contracts for Police Services and local CUPE Collective Agreement
- High degree of initiative and sound judgement
- Demonstrated ability to work with minimal supervision
- This position is privy to sensitive information; confidentiality is required

CLOSING DATE **Open until filled**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15