



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Assistant Manager, Police Services

Regular Full-Time

The District of Squamish is seeking an Assistant Manager of Police Services to join our management team at the RCMP Squamish detachment. Are you a civic leader who upholds the District of Squamish's corporate values: Respect, Integrity, Connection and Progress in all that you do? Do you understand and support the RCMP's core values of acting with integrity, showing respect, demonstrating compassion, taking responsibility, and serving with excellence? If you have worked in a similar field and are passionate about public service, this may be the opportunity for you!

Key Responsibilities:

- ❖ Manages operational functions of Records and Client Services (including police information checks, fingerprinting, public complaints, lost and found, and pardon applications), ensuring procedures and processes follow and uphold legal and regulatory requirements.
- ❖ Supports the Manager in overseeing the day-to-day operations. Participates in the administration of assigned budgets, conducts hiring and training, manages municipal employees, interprets collective agreements, and acts as a liaison between the RCMP and various municipal governments.
- ❖ Performs general administrative duties, such as approving vacations, timesheets, and invoice payments; monitoring assigned budgets; and coordinating access to RCMP systems and assets.
- ❖ Participates in various management meetings and committees and contributes to the overall success of the District's RCMP support services model.
- ❖ Performs statistical reports analysis and ensures the management team has the required information to make informed decisions.

Who you are: Our ideal candidate will possess a RCMP Enhanced Reliability Security Clearance, a Bachelor's degree or diploma in Business Administration, Public Administration or a related field and a minimum of 5 years of experience in a police or related environment with a minimum of 3 years' experience in a supervisory role.

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

Our Vision: Our organization is a thriving community, serving the thriving community of Squamish.

Our Mission: We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

Our Core Values: Respect, Integrity, Connection, Progress

Think you would be the perfect fit? Then come work with us at the District of Squamish! In addition to a competitive salary (\$82,921.26 - \$91,122.27), the District of Squamish also offers a comprehensive benefits package, one of Canada's top pension plans- the Municipal Pension Plan, as well as a fortnight schedule (70 hours bi-weekly) which allows for an earned day off every second week.

We can't wait to hear from you! A complete job advertisement can be viewed at:
<http://squamish.ca/yourgovernment/careers/job-postings/>

This is an exempt position and is excluded from Union membership.

Please submit your cover letter and resume quoting competition #23-133 to:

Human Resources
District of Squamish
37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3
E-mail: jobs@squamish.ca

Application deadline: Until position is filled

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence AccessibilityHR@squamish.ca. We thank all applicants for applying.



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External Job Posting

Position:	Assistant Manager of Police Services
Status:	Regular Full-Time
Work Area:	Police Services
Posting Date:	December 11, 2023
Closing Date:	Open until filled

GENERAL SUMMARY

Reporting to the Manager, Police Services and as a key member of the management team at the RCMP Squamish Detachment, the Assistant Manager oversees support services to the RCMP in the areas of file records management, clients service, and statistical reporting. This position also provides support to the Manager in overseeing day-to-day operations and participates in the administration of assigned budgets; hiring, training and managing municipal employees; interpreting collective agreements; and acting as a liaison between the RCMP and various municipal departments.

Key Responsibilities

Leadership

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection and Progress.
- Understands and supports the RCMP core values of Act with Integrity, Show Respect, Demonstrate Compassion, Take Responsibility and Serve with Excellence.
- Works closely with the Manager, Police Services to set objectives and create strategies to support the operations of the detachment.
- Develops, reviews and implements procedures and guidelines in consultation with the Manager to ensure accordance with legal and regulatory requirements and effective delivery of support services.
- Provides leadership and direction to unionized staff, including capacity planning, hiring, performance evaluation, assessing and coordinating training needs, and providing mentorship and coaching.

Administrative and Technical

- Manages operational functions of Records and Client Services (including police information checks, fingerprinting, public complaints, lost and found, and pardon applications), ensuring procedures and processes follow and uphold legal and regulatory requirements.
- Performs general administrative duties, such as approving vacations, timesheets, approving invoice payments, monitoring assigned budgets, and coordinating access to RCMP systems and assets.
- Participates in various management meetings and committees and contributes to the overall success of the District's RCMP support services model.
- Performs statistical reports analysis and ensures the management team has the required information to make informed decisions.
- In consultation with the Manager, oversees projects and assignments of a corporate nature.
- Assists with management of building maintenance work.
- Performs other duties as required.

Key Competencies

- Collaboration – Encouraging others
- Developing Others – Coaching others and providing advice relative to competency acquisition
- Leading Others – Obtaining resources/taking care of the team
- Resilience – Overcoming obstacles and/or distractions in specific situations
- Service Orientation – Taking responsibility and action
- Values and Ethics – Promoting values and ethics

Required Knowledge, Skills & Abilities



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- Sound knowledge of Federal, Provincial and Municipal legislation as it applies to RCMP operations.
- Excellent interpersonal and communications skills and ability to deal with people in a tactful, diplomatic, and professional manner.
- Excellent leadership skills including the ability to coach and develop employees to achieve success.
- Strong computer skills and excellent keyboard proficiency; knowledge of MS Office Suite and police programs (such as PRIME, CPIC, and JUSTIN) would be an asset.
- Highly organized and detail oriented.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to interpret and follow policies and directives.
- Ability to foster collaborative relationships and a positive team environment.
- Ability to perform multiple duties simultaneously with deadlines.

Required Training, Education and Experience:

- RCMP Enhanced Reliability Security Clearance
- Bondable
- A Bachelor's degree or diploma in Business Administration, Public Administration or a related field
- A minimum of 5 years of experience in a police or related environment with a minimum of 3 years' experience in a supervisory role
- OR
- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts range between the hours of 8:00 a.m. to 5:00 p.m., fortnight schedule. Some flexibility is required.

Salary: Salary range: \$82,921.26 - \$91,122.27 as well as a comprehensive benefits package

This is an exempt position and is excluded from Union membership.

Direct Your Application (Quoting Competition #) To: #23-133

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Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

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