



CITY OF TERRACE

RCMP OFFICE MANAGER

The City of Terrace has an exciting opportunity for a qualified candidate to fill the position of the R.C.M.P. Office Manager. The R.C.M.P. Office Manager is responsible to the Officer In Charge, and the City's Director of Administration/Corporate Officer for managerial and administrative support to the Detachment, including labour relations and highly sensitive matters. Due to the nature of the position, an Enhanced Reliability Security Clearance must be maintained, and confidentiality is essential.

The successful candidate will be responsible for:

1. Lead, direct, and manage municipal employees within the RCMP detachment, ensuring effective coordination and management of administrative services.
2. Participate in hiring, layoffs, terminations, disciplinary matters, employee grievances, assessments, learning plans, and labour relation matters pertaining to municipal employees.
3. Maintain all employee personnel files, including sensitive and confidential information on employees and labour relations issues.
4. Responsible for the on-boarding and off-boarding of all detachment personnel.
5. Provide and recommend training and other learning opportunities for the Detachment's Municipal Employees.
6. Review and improve work processes by developing and implementing business practices that align with City and RCMP requirements.
7. Serve as the Security Coordinator for the Detachment – obtaining security clearances for new employees and contractors and ensuring proper sign-in procedures are followed.
8. Monitor expenditures, manage overtime and training budgets pertaining to municipal employees, and assist in reviewing and analyzing the Detachment Policing budget.
9. Liaise with internal and external computer technology personnel and agencies and troubleshooting technical issues related to RCMP systems and equipment.
10. Conduct quality reviews and participate in management reviews of the PRIME Records Management Systems (RMS) to ensure compliance with policy and verify the integrity of records.

11. Retrieve, compile, and analyze statistical data and prepare a variety of related reports and correspondence.
12. Ensures the operation and maintenance of the cellblock are conducted within departmental policy and legislative guidelines.
13. Conduct, attend, and participate in various internal and external meetings. Prepare meeting agendas and reports, and record minutes.
14. Assist in the preparation of detachment environmental scans, unit priorities, business cases, unit level quality assurance.
15. Attend detachment senior management meetings to discuss issues relating to overall detachment operations
16. Actively participate in all aspects of detachment OH&S including regular inspections, safety meetings, investigations and safety events.
17. Provide support for RCMP Victim Services.
18. Carry out additional related tasks and functions, as assigned by the Officer In Charge of the Detachment or the Director of Administration/Corporate Officer or their designates.

The successful candidate will have:

1. Completion of post-secondary education in Business Administration or a related field from a recognized institution. Equivalent experience and education may be considered.
2. Minimum of five (5) years of office management experience.
3. Ability to delegate, set expectations, and monitor the progress of all direct reports.
4. Experience with budget preparation and management.
5. Demonstrated ability and experience in preparing, maintaining, and presenting a variety of work-related records and reports.
6. Effective leadership skills, with a strong focus on mentoring and motivating employees.
7. Valid BC Class 5 Driver's Licence.
8. Ability to obtain the RCMP Reliability Status (required prior to the commencement of work).
9. A strong understanding of WorkSafeBC regulations.
10. Preference will be given to candidates who already possess the RCMP Reliability Status and have municipal RCMP management or supervision experience.
11. Thorough knowledge of the methods, principles, and practices used in the operation of PRIME, CPIC, JUSTIN, INTELEX, UCR and OSR scoring, IntelliBook/IntelliScreen, and other related policing software is considered an asset.

12. Must adhere to the RCMP Code of Conduct and uphold the highest ethical standards as outlined by the RCMP's core values of integrity, honesty, professionalism, compassion, respect, and accountability.

This is a permanent exempt, full-time position (35 hrs/week) with a yearly salary of \$92,881. The City of Terrace offers a competitive compensation package, learning opportunities, and work hours that enable an enhanced work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to: Terri Williamson, Human Resources Manager at hr@terrace.ca referencing posting #34-2025 no later than **4:30 p.m., Friday, May 9, 2025.**

We want to thank all applicants, however only those chosen for an interview will be contacted