



JOB DESCRIPTION

Position: Manager of RCMP Administrative Services

Union: EXEMPT

Approval Date: March 19, 2025

1. FUNCTION

Reporting to the Detachment Commander and the Town's Chief Administrative Officer, this hands-on management position oversees and directs the day-to-day administrative support of the Detachment. The Manager of RCMP Administrative Services is responsible for maintaining the overall integrity of RCMP applications, records management systems, and support section work processes in compliance with applicable legislation, policies and procedures. The incumbent acts as a liaison between the Town and the RCMP on various human resources, financial, building maintenance, and administrative issues and ensures that all applicable Town policies, contracts, rules, regulations, and agreements are administered properly. This role also provides oversight of the detachment's building and ground maintenance, project management, and unit security. Obtaining and maintaining a current RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

2. TYPICAL DUTIES

- a) Manage administrative services employees, evaluate performance, provide developmental opportunities, and conduct performance and personnel planning activities.
- b) Conduct and coordinate training, orientation, coaching, and leadership for municipal administrative support employees.
- c) Liaison as the RCMP's Advisor to the Town's Manager of Human Resources on matters related to managing municipal employees, labour relations, and compliance with the collective agreement negotiated between the Town of Sidney and CUPE Local 374.
- d) Conduct ongoing evaluations and monitoring of workflow procedures, employee work loads, and setting of priorities. Develop recommendations for improved procedures, employee training, and work efficiencies.
- e) Supervise the development, implementation and monitoring of PRIME business processes and workflows for the Detachment, maintain awareness of policy amendments, and advise Detachment PRIME users accordingly.
- f) Communicate regularly with administrative support employees, Town management, and Detachment management, ensuring an efficient and effective workplace environment is maintained. Liaise with RCMP personnel to maintain effectiveness and efficiency of operational and administrative records management.
- g) Develop and implement approved plans, procedures, and priorities pertaining to the function of the administrative support section.
- h) Liaise with the Town's Public Works Department for building maintenance, repairs, and renovation projects.

- i) Provide project management direction and support for a variety of projects within the detachment. Participate in RCMP building project management activities such as timelines, security requirements, and procurement processes, and monitor project activity from inception to completion.
- j) Serve as the Unit Security Coordinator for the Detachment, providing oversight for building, information, and personnel security clearances, policy, and compliance. Manage all access and clearance-related activities on behalf of the Detachment.
- k) Assist in the coordination of overall building and property management for the Detachment, including contracting and overseeing work for janitorial and building maintenance workers and contractors.
- l) Manage and coordinate the maintenance and replacement of office furniture, workstations, and equipment, working within an established budget.
- m) Monitor and oversee the operation and maintenance of the cellblock, ensuring compliance with departmental policy and legislative guidelines. Support cell guards with the submission of timesheets.
- n) Act as the liaison to E-Comm 911 on behalf of the Detachment on matters related to the provision of service to both members and the public.
- o) Manage and monitor expenditures of the Town's operating and capital budgets.
- p) Perform other related duties as may be assigned by the Detachment Commander or Town's Chief Administrative Officer.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Knowledge and understanding of applying principles, procedures, regulations, and policies related to the handling of classified/sensitive material and release of information pursuant to respective privacy legislation and unit security policies.
- b) Ability to maintain the confidentiality of information related to the function of the position.
- c) Proficiency with RCMP databases, including but not limited to PRIME, CPIC, and JUSTIN, as well as MS Office Suite, and the ability to easily learn new software as required.
- d) Working knowledge of human resources management principles to manage employees within a unionized environment while adhering to the Collective Agreement.
- e) Working knowledge of WorkSafeBC regulations and applicable standards ensuring the maintenance of a healthy and safe workplace.
- f) Strong organizational, multi-tasking, and prioritization skills, and the ability to provide recommendations to senior level management employees.
- g) Ability to build and maintain effective working relationships with employees at all levels in the Town and the RCMP Detachment in order to foster a supportive, positive, and cooperative organizational culture.
- h) Knowledge of RCMP financial systems and procedures.

4. TRAINING AND EXPERIENCE

- a) Diploma in Leadership, Business or Public Administration, Human Resources Management, or Occupational Healthy & Safety.
- b) Pacific Regional Training Centre & RCMP provided courses (e.g. CPIC Maintenance, PRIME – Records Management System).
- c) Conflict resolution training and experience.
- d) 5 years experience in a supervisory or management role.
- e) Obtain and maintain a current RCMP Enhanced Reliability Clearance.