

# Township of Langley

<b>Job Title:</b>	Manager, Administrative Services
<b>Competition Number:</b>	24-E009
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$66.90 - \$75.25 per hour (four steps, 2024 rates) plus benefits
<b>Hours of Work:</b>	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
<b>Competition Opening Date:</b>	April 22, 2024
<b>Competition Closing Date:</b>	May 6, 2024

## Job Overview

The Township of Langley is currently recruiting for a regular full-time **Manager, Administrative Services** to join our team of professionals in the Engineering Division. Reporting to the Manager, Administrative and Business Services, in this exempt position you will assist with a variety of business functions in supporting the division and the Municipality. This role will appeal to someone who is highly organized, detail-oriented and able to foster excellent work relationships with professional staff, other levels of government and external contacts.

## Responsibilities

In this role you will be responsible for facilitating the preparation and submission of the Engineering and Public Works Divisions annual operating and capital budgets, along with ongoing monitoring and adjustments, and associated records management in our financial ERP system. You will propose new methods for increasing revenue within Engineering and Public Works and identifying efficiencies within your department. You will be responsible for the recruitment, training and performance of clerical staff responsible for timesheet data entry, recoverable invoicing, budget reallocations and other financial support duties. Additionally, you will be involved in identifying grant opportunities as well as assist in the submission and development of grant applications and completing associated reporting requirements.

## Qualifications

Your education will include graduation from University in Arts, Commerce, Public Administration, Business Administration, or related discipline plus 4 -5 years related experience in a supervisory/administrative position supported by completion of a recognized accounting program (CPA); OR an equivalent combination of training and experience. You will have the ability to work independently on research projects and be able to develop concepts, make recommendations, and submit reports.

## Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

**Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.**

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*