



**DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT
ADMINISTRATION DIVISION**

**RECORDS SUPERVISOR
Permanent Full-Time Position**

The Saanich Police Department is recruiting for a Records Supervisor for a permanent full-time role. This position trains, assigns, monitors, coordinates, and evaluates the work of civilian staff in the Records Support Clerk section. The successful candidate will work in conjunction with the Manager of Administrative Services to administer the schedule and payroll for the CUPE civilian staff in the Police Department. The position organizes and initiates a variety of administrative tasks for the Records Section including Information Management processes for the Department.

Requirements for this position include two years in a full-time post-secondary educational program in Business Administration, Organizational Development or a related discipline, supplemented with courses or training in Human Resources; four years of direct supervisory experience including three years of experience in a senior clerical position; facilitation / training experience; and proficiency in MS Office Suites for word processing, spreadsheets, email systems, and database applications. **The successful candidate must pass and maintain the required enhanced reliability security clearance and polygraph.** Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday from 8:00 a.m. to 4:00 p.m. (35 hours per week).

This is a C.U.P.E Local 2011 position with a wage of \$42.61 per hour plus an excellent benefit package. Job Description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. Wednesday, July 17, 2024, quoting competition number 24188 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. 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@saanich.ca. We thank all applicants for applying.

Applying from out of town? Take a look at what Saanich has to offer!
bit.ly/NaturalSaanich