

Careers

Infrastructure Delivery Administration Manager



Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. Are you a dynamic leader with a passion for project management and administrative excellence? If so, we are seeking an exceptional Infrastructure Delivery Administration Manager to lead and manage our department's project management administrative services.

Key Responsibilities:

- Provide leadership and management for project management administrative services.
- Oversee the Department's capital project status and financial tracking.
- Ensure exceptional administrative support services for staff.
- Act as the key administrative liaison between staff and internal partners, including Infrastructure Finance, Integrated Transportation, Utility Planning, Infrastructure Operations, Purchasing, Finance AP, Financial Planning, Communications, Building Services, Development Engineering, Planning, Information Technology, Real Estate, and City Clerks.

Qualifications:

- Diploma in Business Administration, Accounting, or a similar field.
- At least 5 years of experience in a related field.
- Strong background in financial management, system procedures and development, strategic planning, business assessment, contract administration, and team supervision.
- Professional designations and local government experience are an asset.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$97,800 to \$114,000, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **January 5, 2025**.

Applicants not contacted within three weeks of the closing date are thanked for their interest