



HUMAN RESOURCES

# PERMANENT FULL-TIME MANAGER, POLICE SUPPORT SERVICES

(Competition 24-151)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Manager, Police Support Services. Reporting to the Director, Police Services, the Manager, Police Support Services is a member of the management team of the RCMP Nanaimo Detachment. The position manages the police records unit, reception and information services, operational and administrative support, accounting, and building maintenance functions, as well as activities related to custody of prisoners. The incumbent acts as liaison between the City and the RCMP on various human resources, financial, building maintenance, and administrative issues and ensures that all applicable City policies, contracts, rules, regulations, and agreements are administered properly.

## Qualifications

Applicants must have a university degree in Business or Public Administration or related discipline from a recognized educational institution, as well as a minimum of 5 years' experience in municipal administrative management, preferably in a police or related environment, including proven management supervisory experience. An acceptable equivalent combination of education and experience may be considered. Ability to obtain and maintain RCMP security clearance is mandatory. Applicants must have a valid Class 5 BC Driver's License.

## Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of \$121,565.71 to \$129,325.22 as well as a competitive benefits package.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 24-151 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

# Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

## Posting Date

Friday, December 6, 2024

## Application Deadline

Sunday, January 5, 2025  
4:30 p.m.

## Contact Information

Human Resources  
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