

Manager Business Services - PRCF

Regular Full Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Due to the upcoming retirement of a long-term team member, we are seeking a dynamic and forward-thinking Manager Business Services – PRCF to join the Policy & Business Services division of the Parks, Recreation, Culture, and Facilities (PRCF) department in a regular, full-time capacity. This is an exceptional opportunity for a leader with strong financial, analytical, and operational expertise who thrives in a collaborative and fast-paced environment.

This role requires an innovative leader who is passionate about driving operational improvements, developing policies, and leveraging technology to enhance processes within the department. As a central figure in managing the PRCF budget, facility rental processes, and financial systems, you will play a key role in ensuring operational excellence while fostering cross-departmental collaboration with teams in Finance, and ICT, together with other divisions that plan and deliver exceptional parks, facilities and recreation opportunities.

Reporting to the Senior Manager, Policy and Business Services, the ideal candidate will possess:

- Strong verbal and written communication skills.
- Advanced critical thinking and analytical abilities.
- Leadership skills to mentor a high-performing team.
- Organizational skills to manage competing priorities within time and budget constraints.

You will have the ability to:

- Develop strategic solutions to complex business problems using a data-driven approach.
- Establish priorities, set goals, and ensure objectives are met efficiently.
- Foster a work environment focused on continuous improvement and innovation.
- Build effective working relationships with colleagues and other partners.

Minimum Qualifications

- A bachelor's degree in Business Administration, Commerce, Finance, or a related field.
- A minimum of 5 years of progressive experience in a management role involving financial and operational leadership.
- An equivalent combination of education and experience may be considered.

Preferred Qualifications

- Professional accounting designation (e.g., CPA) or a master's degree in Business Administration (MBA).
- Experience in municipal or regional government operations.

What We Offer:

This excluded position has an annual rate between \$137,991 and \$155,221. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on January 11, 2025.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.