



Careers

Administration Supervisor

Join our dynamic team!

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. An Administration Supervisor is responsible for organizing and supporting development services operations. The Supervisor functions as a team leader for Planning Technicians and Development Clerks team and is also a key point of contact for external and internal customers. The Supervisor works with other departments within the division to provide assistance when needed with other clerical needs.

You are a skilled professional with outstanding innovation, communication, and you are both creative and solutions-oriented. As a relationship builder with excellent interpersonal skills, you can prioritize and meet deadlines within a diverse portfolio. You are a strong team leader who fosters a positive culture and encourages collaboration and growth. You can effectively balance individual and team dynamics in a government or public sector environment, understanding political nuances, approaches, and strategies.

Post Secondary Diploma in Business Administration or a related field with at least 5 years of progressive related experience. Direct knowledge and experience in people management, project management, technical problem solving, and communication excellence. Knowledge or experience in municipal bylaws, BC Building code, and provincial legislation is an asset.

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighborhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

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 \$84,100 to \$98,100 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 the end of day **April 15th, 2025**.

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