

### **Nature and Scope of Work**

Deliver, coordinate and determine support service requirements for internal services areas such as finance, purchasing, material management, record management, statistics compilation, accommodation, and for external services and assistance provided to the general public e.g. joint police/community initiatives, criminal record checks, receipt and cataloguing of firearms, fingerprinting services.

The incumbent will assist management to achieve an efficient operation for the Salmon Arm RCMP Detachment through reliable performance in staff supervision and front counter functions including scheduling, training and evaluating the performance of subordinates; assigning work to subordinates and monitoring to ensure satisfactory completion. Assisting front counter staff with general information inquiries and complaints from the public and provide oversight for the differential call response. Assignments and responsibilities are performed under general supervision according to established routine and performance is subject to review, inspection and evaluation by the RCMP Detachment and the City.

### **Reporting Relationships**

Reports to:	Chief Administrative Officer (City) Detachment Staff Sergeant (RCMP)
Potential Direct Reports:	4 Detachment Clerks (City Employees) 2 Court Liaisons (City Employees) 2-3 Public Service Employees (RCMP)

### **Required Knowledge, Ability and Skill**

- Expert knowledge of the Administration Manual and of law enforcement/court procedures; including bylaws, criminal and CDSA laws, policies, practices, procedures and regulations pertaining to City and RCMP operations.
- Thorough knowledge of the National Firearms Manual, RCMP Informatics Manual and Operations Manual.
- Able to plan, direct and supervise the work of subordinates.
- Experienced with modern office practices and procedures.
- Advanced proficiency in a broad range of technical abilities, including MS Office, data analysis, information management systems, specialized industry software and the capabilities of call centre technology as they relate to the work performed.

- Ability to be polite, courteous and tactful in dealing with the public.
- Able to establish and maintain an effective working relationship with Department officials and other members of staff.
- The incumbent will be required to perform other related duties upon request of the CAO and/or Staff Sergeant.

### **Required Licenses, Certificates and Experience**

- Successful completion and maintenance of RCMP Enhanced Level Security Clearance. Failure on the part of the employee to satisfy this requirement will necessitate the removal of that employee from this position.
- Minimum of Grade 12 education plus a Degree in Criminology or Business Administration from a recognized post secondary institution supplemented by courses in supervision or the equivalent combination of training and experience;
- Minimum of 5 years experience working in a police environment including some supervisory experience, or an equivalent combination of training and experience.

### **Illustrative Examples of Duties**

- Managing day-to-day operations in the administrative detachment staff.
- Ensure required learning activities are complete as well as provide opportunities for cross training and additional training as and when required.
- Review, approval and remittance of time sheets for municipal employees and the Commissionaire prisoner guards. As well as review and approval of leave requests.
- Provide feedback for the mid-year and annual performance assessments
- Coordinator for the detachment Occupational Health & Safety committee.
- PRIME BC coordinator.
- TEAM coordinator for Operational Structure Management and member scheduling.
- HRMIS coordinator for all employee transactions except where prohibited.
- Reconciliation and deposit of accounts receivable collected at the detachment for the City of Salmon Arm and the Receiver General for Canada.
- Certifying Sec. 34 (FAA) and payment of accounts payable and expense claims.
- Purchasing of all goods and services required for the day-to-day operations of the detachment.
- Contract creation and implementation for large projects exceeding \$10,000.00
- Credit card reconciliation for purchasing cards. This includes matching receipts, preparing logs and journal vouchers to correct coding errors.
- Unit Contingency (Petty Cash) holder.

- Provincial and Municipal Budget monitoring, review and forecasting together with the detachment commander.
- Administrative & Operational Records coordinator.
- Designated Unit Security Coordinator acting as the liaison between Departmental Security Section, the detachment and any personnel, projects or contractors that require security clearance.
- Vehicle fleet coordinator. Ensuring necessary repairs and maintenance are completed in a timely manner. Arrange for the fit up of new and decommissioning of old vehicles.
- Facilities coordinator. Site point of contact for contractors and municipal public works personnel.
- Liaison for municipal management and municipal human resources.
- Analyze crime statistics and prepare quarterly reports to be presented by the commander to the Mayor and Council.
- Prepare and remit Keep of Prisoner reports quarterly to the Province of BC - Justice Minister and Attorney General's Office.
- Interview and provide recommendations for staffing municipal vacancies, prepare entirety of documents and HR processes for hiring of public service employees.

**Reviewed By:**

April 2026                      Chief Administrative Officer, Erin Jackson

April 2026                      Manager of Human Resources, Angela Drew

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