



# PERMANENT FULL-TIME OPERATIONS SUPPORT SUPERVISOR

(Competition 24-48)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Operations Support Supervisor who oversees the Front Desk/Information Clerks, Stenographers, and Exhibit and Property Clerks at the Nanaimo RCMP Detachment. Under the direction of the Manager, Police Support Services, and under the general supervision of the Operational NCO, the incumbent supervises, schedules, and directs staff involved in the Operations Support Unit. The incumbent is responsible for the efficient operation of all operational support services ensuring that a high level of customer service and overall support service is sustained. The Supervisor ensures compliance with RCMP procedures and policy in relation to information released pursuant to the Access to Information Act/Privacy Act, the safe handling of court exhibits and property and the transcription of statements. The incumbent works with minimal supervision and exercises independent action and judgment in daily work.

## Qualifications

Applicants must have completion of Grade 12 and a minimum of 3 years' experience in a police environment, including 1 year of related supervisory experience. An equivalent combination of education and experience may be considered. Applicants must have a valid Class 5 BC Driver's License. Attainment and maintenance of the following is required:

- Canadian Firearms Safety and Canadian Restricted Firearms Safety courses.
- Ministry of Public Safety and Solicitor General Special Provincial Constable designation for document service.
- RCMP Reliability/Security Clearance.

## Additional Information

This is a unionized position. \$41.31 per hour - after Probation (Jan 2024 Rate), based on a 35 hour work week. The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

Shortlisted applicants may be required to undergo 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 24-48 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 a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. 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 social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

## Posting Date

Thursday, April 18, 2024

## Application Deadline

Thursday, May 9, 2024  
4:30 p.m.

## Contact Information

Human Resources  
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