



# PERMANENT FULL-TIME EXECUTIVE ASSISTANT, POLICE SERVICES

(Competition 24-59)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Executive Assistant, Police Services. Reporting to the Director, Police Services and taking direction from the Officer in Charge of the Nanaimo RCMP detachment on day-to-day matters, the Executive Assistant, Police Services provides a wide range of administrative support to the Detachment Senior Management Team (SMT) and manages the day-to-day operation of the OIC's office. The incumbent is required to maintain confidentiality in all matters of a sensitive, political or controversial nature and is responsible for maintaining confidential records and personnel files as they pertain to the RCMP. The Executive Assistant, Police Services exercises considerable independence of action and judgement when dealing with RCMP members, department heads, employees and the general public.

## Qualifications

Applicants must have a Diploma in Business Administration or related field from a recognized educational institution and a minimum of 2 years' related experience in an administrative position, preferably in a policing environment; or a minimum six month Office Administration training program from a recognized educational institution and a minimum of 3 years' related experience in an administrative position, preferably in a policing environment. An equivalent combination of education and experience may be considered. Possession of a valid Class 5 BC Driver's License and attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

## Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of \$74,834.89 to \$79,611.58 as well as a competitive benefits package.

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 24-59 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 remote work programs and vacation credit for municipal service.

## Posting Date

Monday, April 29, 2024

## Application Deadline

Friday, May 17, 2024  
4:30 p.m.

## Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406  
Fax: (250) 755-4449

