



**TOWN OF SIDNEY**  
**OFFICE MANAGER**  
**Sidney/North Saanich RCMP Detachment**

Applications are invited for this key position, reporting to the Detachment Commander of the Sidney/North Saanich RCMP Detachment.

This hands-on management position is responsible for organizing and coordinating office operations for the Sidney/North Saanich RCMP Detachment. The work involves: coordinating and supervising staff; operating software systems; developing and implementing policies/procedures; participating in strategic planning; and assisting with human resources and financial administration.

The successful candidate should be a proven leader, with extensive experience working with operational management systems (PRIME, CPIC and TEAM); knowledge of relevant federal and provincial statutes; and excellent interpersonal and problem solving skills. Experience in administrative and supervisory responsibilities in a police setting is required. The successful candidate must have and maintain an enhanced security clearance. A detailed job description is available on the Town's website at [www.sidney.ca](http://www.sidney.ca).

This is a full-time, exempt position offering a comprehensive salary and benefits package.

Those interested in this exciting career opportunity may submit, in confidence, their resumes along with a covering letter indicating how your qualifications fit this role, by **4:00 p.m., Friday, November 16, 2018** to attention:

**Randy Humble, Chief Administrative Officer**  
**Competition No. #2018-E01**  
**Town of Sidney**  
**2440 Sidney Avenue**  
**Sidney, BC V8L 1Y7**  
**Fax: 250-656-7056 [careers@sidney.ca](mailto:careers@sidney.ca) [www.sidney.ca](http://www.sidney.ca)**

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