



Job Description

Administrative Supervisor Community Services

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: General Manager – Community Services

TITLE OF IMMEDIATE SUBORDINATES: Meeting Coordinators

DEPARTMENT: Community Services

SUMMARY OF POSITION:

Reporting to the General Manager of Community Services, the Administrative Supervisor serves as the primary administrative support to the General Manager and Regional Managers, providing senior-level executive assistance and coordination within the confidential management environment of Community Services. The position is responsible for managing sensitive information, coordinating management activities and communications, and supporting departmental decision-making through effective administrative leadership. The Administrative Supervisor works cohesively and collaboratively with Parks and Recreation Managers and other staff to support the operational and strategic objectives of the department. In addition to directing the work of Meeting Coordinators, the position provides leadership, guidance, and oversight to Community Services administrative staff to ensure consistent, efficient, and compliant service delivery throughout the department.

This role requires the incumbent to work effectively in a schedule oriented, fast-paced, multi-task environment, display superior organizational skills and administer confidential and sensitive information and correspondence with the highest degree of professionalism. The Administrative Supervisor must develop effective working relationships with local community members, elected officials and colleagues and provide exemplary customer service.

ROLE AND RESPONSIBILITIES:

Team Coordination & Administrative Support

1. Provides guidance and coordination to Community Services administrative positions, coordinates work as required.
2. Directly supervises the Community Services Commission Meeting Coordinators, including providing mentoring, training and development, and performance management as required.
3. Supports the facilities in onboarding and training of new administrative staff, and supports onboarding for

other regional departmental staff.

4. Supports scheduling, meeting coordination, training and conference arrangements, and departmental communications.
5. Provides backup support for facility administrative staff as required.
6. Acts as a key administrative contact for the Community Services regional office, responding to inquiries and redirecting them as appropriate.

Administrative Operations & Procedures

7. Maintains and improves departmental administrative procedures and workflows.
8. Prepares, reviews, and distributes correspondence, reports, agendas, and meeting minutes, ensuring established standards are followed and required authorizations are obtained.
9. Maintains departmental records and files in accordance with records management guidelines.
10. Processes invoices, including coding and routing for approval, and supports accounts payable and purchasing processes.
11. Maintains Community Services website content, and RDCK WebTool, and supports departmental technology needs.

Committee, Contract & Project Support

12. Coordinates administrative support for committees and commissions, including meeting scheduling, agenda preparation, minute-taking, tracking action items, and submitting minutes and recommendations for inclusion on Board agendas as required.
13. Liaisons with other RDCK Departments including but not limited to Corporate Services and Finance related to contract administration and procurement.
14. Assists with contract administration processes, including purchase orders, tenders, requests for proposals and quotations, related notices, and vendor documentation requirements.
15. Mentors and supports Meeting Coordinators and other Community Services administrative staff in RDCK systems, procedures, contract administration, and procurement.
16. Supports departmental grant applications, reporting, submissions, extension requests, and project administration activities.
17. Coordinates Regional Parks Use Permit applications, including processing applications, assessing insurance requirements, and ensuring applicable fees and security or damage deposits are received

Budget & Service Support

18. Assists with budget preparation, tracking, and data entry for departmental services and projects.
19. Prepares and distributes monthly statements for designated facilities and commissions, as applicable.

Customer Service & Collaboration

20. Provides professional customer service to staff, elected officials, contractors, and the public including user groups and event organizers.
21. Works collaboratively with internal departments and external partners.
22. Performs other related duties as assigned

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Post-Secondary Diploma in Office Administration, or an acceptable equivalent combination of education and experience
- Five years' experience in an administrative role in a fast paced team environment. Experience working with boards and commissions is preferred.
- Minimum of one year of supervisor experience.
- An equivalent combination of education and experience may be considered.
- Training and experience in a computerized work environment using Microsoft Office Suite with a focus on Word, Excel and Outlook
- Valid BC Driver's License and a satisfactory Drivers Abstract
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A basic level understanding of budgeting, purchasing and contract administration processes.
- Demonstrated ability to exhibit a high degree of tact, discretion, diplomacy, good judgement and confidentiality.
- Proven ability to provide a superior level of customer service.
- Demonstrated ability to train, develop and mentor staff.
- Demonstrated skill in contract administration.
- Demonstrated ability to prepare and coordinate meeting materials, agendas, minutes, and related documentation accurately and efficiently.
- High degree of proficiency with Microsoft Office Suite, including Word, Excel and Outlook and a demonstrated ability to learn new software and administrative systems.
- Proven organizational skills, with a strong attention to detail.
- Proven ability to prioritize, while working under pressure and time constraints.
- Excellent knowledge of routine office practices and procedures
- Ability to learn and become skilled using new computer software
- Ability to work independently and within a consultative teamwork environment
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date