



Job Posting

Regional District of Central Kootenay
Nelson, BC

COMMUNITY SERVICES ADMINISTRATIVE SUPERVISOR

Full-Time—Benefitted

POSITION SUMMARY:

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.

REQUIRED TRAINING & CERTIFICATIONS:

- 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 & ABILITIES:

- Refer to the detailed job description for information on these requirements.

This is a full-time position working 35 hours per week.

The normal starting salary for this position is \$38.46 with a range of \$36.79 - \$41.80 based on experience.

The successful candidate will additionally have 3 weeks vacation and a comprehensive benefits package and generous pension plan.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

To apply please complete our online form that can be found here: [EMPLOYMENT APPLICATION](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted **until 9:00am November 9, 2026**.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:
250.352.1515 | or visit rdck.ca/jobs