JOB OPPORTUNITY – FULL TIME
(Exempt position)

MANAGER, ADMINISTRATIVE SERVICES

Reporting to the Director Parks, Recreation & Culture, the incumbent will be responsible for the delivery, supervision and evaluation of the administrative services required to successfully support this busy municipal parks and recreation department. Working closely with the Director and other Managers, this position is responsible for providing accurate financial information, maintaining proper internal municipal controls, supervising accounting and reception services, coordinating the department's requirements for computerized systems, as well as various administrative projects as required.

Qualifications include university graduation in a relevant discipline and demonstrated analytical, supervisory and administrative skills in a senior position. Sound abilities in budgeting and accounting procedures, preferably in a municipal leisure service setting, will be combined with excellent communication skills and a familiarity with computers and their use in relation to municipal accounting and departmental functions.

This is a fast paced, dynamic work environment in which excellent organizational skills, self-initiative, and good judgement come into play to administer day-to-day and long term activities as part of a small management team while working effectively with a multi-disciplinary staff that delivers leisure services to the community.

For a complete job description, please refer to our website at
https://www.oakbay.ca/municipal-hall/employment-volunteering/employment

Please submit application detailing relevant qualifications and experience by

4:00pm on Friday, September 22nd, 2017 to:

Ray Herman, Director of Parks, Recreation & Culture at oakbayrec@oakbay.ca

Please note that we thank all applicants, however only those selected for interviews will be contacted.