



The Regional District of Central Okanagan is an employer of choice made up of a dedicated team of people who care about the community they serve. We are located in one of the most desirable places to live in BC in the heart of the scenic Okanagan Valley. The appeal of Okanagan Lake, the natural beauty of the surrounding hillsides and the fragrant orchards and vineyards continue to draw people to the valley. Our lifestyle is second to none especially for those who live to enjoy the outdoors.

Police/Community Support Services Relief Position

The Community Services Department has an exciting opportunity to join our team by providing diverse, on-call, relief support for Alarm Management, Crime Stoppers and Crime Prevention. Reporting to the Manager of Police & Community Support Services, this relief employee will primarily help support our Alarm Management Program's goal of reducing false alarms via registering or renewing valid permits, responding to enquiries, and providing education for unregistered and false alarms. As well, Crime Stoppers relief assistance entails public promotion and assistance to services such as our Anonymous Tips Program, 'Most Wanted' posts and other related tasks. Crime Prevention requires additional support for social media, office and public presentations.

The successful candidate will be self-motivated, well-organized with superior interpersonal and communication skills. Along with Office Administration training, you must have excellent computer skills in MS Office and experience using social media. Basic knowledge of security alarm systems, Crime Stoppers website, geographical areas of the Regional District of Central Okanagan as well as some accounting and statistical record keeping is required. You must have a valid BC Driver's Licence with record of safe driving. Ability to gain **RCMP security clearance is required**. Knowledge of PRIME (RCMP computer system), VADIM and GIS would be an asset.

This is an on-call, relief position to commence immediately and has a salary of \$27.65 per hour.

Qualified applicants are invited to submit their resume quoting **Competition No. 1901** by **4:00 p.m. Sunday, January 20, 2019** to:

Manager of Human Resources
Regional District of Central Okanagan
1450 KLO Road, Kelowna, B.C. V1W 3Z4
e-mail: apply@cord.bc.ca Fax: 250-763-7497
www.regionaldistrict.com/jobs

We thank all candidates for their interest - only applicants selected for interviews will be contacted.

