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Office Manager

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join The City of Calgary. City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance and offer competitive wages, pensions, and benefits. Together we make Calgary a great place to make a living, a great place to make a life.

As the Office Manager in the Psychological Services Division you are responsible for the administration of the Division's programs and services related to the mental health of Calgary Police Service (CPS) employees and their families. Specific duties include:

- Administer and oversee the Psychological Services programs, processes and procedures in collaboration with The Chief Psychologist on recommending solutions for continuous improvement.
- Compile and analyze metrics and write reports to CPS Executive and other stakeholders regarding service usage, psychological trends, division effectiveness and financial accountability.
- Supervise and provide leadership to administrative staff including recruiting, onboarding and coaching and development.
- Manage the procurement, selection and evaluation of external service providers, regularly assessing and monitoring client feedback on the quality of services.
- Monitor division budgets and expenses and participate in the cyclical budgeting and planning process.
- Collaborate and develop partnerships with internal and external stakeholders.

Qualifications

- Bachelor's degree in Psychology, Nursing, Social Work or related field.
- A minimum of 5 years of experience in a health services environment including supervision of staff.
- Experience in office management, monitoring budgets, vendor management, analytics and reporting, and administration of health services is preferred.
- Previous experience working in a law enforcement/policing/first responder environment is beneficial.
- Success in this position requires the following competencies: coaching and development, excellent communication, efficiency and thoroughness, focus on results, managing resources, relationship building, team building and teamwork.

Pre-employment Requirements

- An enhanced security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Union: Exempt	Business Unit: Calgary Police Service
Position Type: Permanent	Location: Hanover Building
Compensation: Level E \$77,891 – 117,609 per annum	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week	Apply By: September 27, 2017
Audience: External	Job ID #: 300219

«Description»

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