



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Career Opportunity

Assistant Manager of Police Support Services and Bylaw

The City of Cranbrook is looking for an experienced and passionate Assistant Manager of Police Support Services and Bylaw

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
25-45	Exempt	Full-time	35-hour work week

SALARY RANGE: \$106,508.10 to \$129,785.73 per year

POSITION SUMMARY

Reporting to the Manager of Police Support Services & Bylaw, the Assistant Manager of Police Support Services & Bylaw provides expertise and support in all matters related to management and operations or RCMP support services and bylaw enforcement. The position supports the Manager of Police Support Services & Bylaw in overseeing day-to-day operations of the Bylaw Department and police support services, which is composed of business operations, records, custody, exhibits, fleet, detachment administration and community engagement.

KEY RESPONSIBILITIES

- Assist in the oversight of Police Services, including business operations, records, custody, exhibits, fleet, detachment administration, community engagement & volunteer programming and police information technology.
- Assist in the oversight of the Bylaw department, including business operations, dog licensing program and business licensing program.
- Assists in ensuring Bylaw enforcement in accordance with the Local Government Act and Community Charter, all relevant provincial and federal legislation, and City bylaws and policies.
- Solves operational and administrative problems; uses creative thinking to navigate situations; provides advice to senior management on appropriate tactics.
- Collaborate with the Manager of Police Support Services & Bylaw, RCMP and other City departments to address complex or community-wide issues.
- Assist with the development and implementation of any programs, policies, procedures and strategies related to police support services and bylaw.
- Support in the recruitment, selection, and onboarding of staff; leads, mentors, and develops subordinate staff; assists in managing staff performance; liaises with the Manager of Police Support Services & Bylaw on personnel matters.

- Identify work process and areas of risk; develop & implement new work methods, workflows and procedures to ensure adherence to RCMP policy (when applicable), corporate policy and other legislation.
- Support in the delivery of City of Cranbrook and Cranbrook RCMP strategic priorities to ensure KPIs are met.
- Builds positive relationships with community stakeholders.
- Participate in the RCMP and City of Cranbrook Joint Occupational Health and Safety Committees.
- Plans and manages staff schedules.
- Prepares reports and presentations at a political and operational level.
- Works with the Manager of Police Support Services & Bylaw to develop annual budget.
- Acts in Manager of Police Support Services & Bylaw role as required.
- Perform other related duties as required relative to the position.

REQUIRED QUALIFICATIONS

EDUCATION

- A bachelor's degree in business or public safety.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's License with clean driving abstract

EXPERIENCE

- 3-5 years of progressive leadership experience in an operational department, public safety, bylaw enforcement, or an equivalent combination of education, training, and experience

SPECIFIC SKILLS

- Considerable knowledge of the principles, practices, and techniques of support services in a policing environment, including records, custody, exhibits, fleet, detachment administration, crime prevention, community engagement & volunteer programming, communications, and police information technology.
- Considerable knowledge of the application of local government bylaws, Municipal Ticketing Information Bylaw, Bylaw Offence Notice, Enforcement of Bylaws, and enforcement legal proceedings.
- Sound knowledge of federal, provincial, and municipal legislation and regulations directly related to a policing and bylaw enforcement environment.
- Advanced skills in people management practices for direct reports, capable of creating and sustaining a respectful and productive work environment that inspires teamwork, creativity, enthusiasm and positive results.
- Ability to lead, mentor, and develop staff in a unionized environment.
- Strong problem-solving skills supported by the ability to research, analyze, and interpret complex situations.
- Ability to establish and maintain effective working relationships with national, regional, and local RCMP staff, municipal staff, and external contacts.
- Exceptional written and verbal communication skills when communicating with staff, contractors, stakeholders, and members of the public.
- Strong planning, organizing and administrative skills.
- Demonstrated high degree of initiative and sound judgment.
- Ability to prepare and present reports of a political, confidential, or operational nature.
- Ability to manage operational budgets for the Police Services department and Bylaw department.

SPECIAL REQUIREMENTS

- Able to obtain and maintain RCMP Enhanced Reliability clearance.

CLOSING DATE **Thursday, September 4, 2025**

Interested applicants are requested to submit a cover letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15