



## JOB DESCRIPTION

JOB INFORMATION	
<b>Position:</b>	Municipal Employee Supervisor – RCMP Detachment
<b>Reports To:</b>	Director, Community and Protective Services
<b>Position Type:</b>	<input checked="" type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)
JOB SUMMARY	
<p>Reporting to the Director, Community &amp; Protective Services, with a dotted line to the Detachment Commander, the Municipal Employee Supervisor is responsible for the daily supervision and workflow oversight of Town of Strathmore municipal employees who provide administrative support within the Strathmore RCMP Detachment.</p> <p>This working supervisor position requires a subject matter expert, with the ability to provide essential front-line support when operationally required.</p> <p>Responsibilities include handling complex workflow issues, staff training, mentoring, and development, as well as supporting management in recruitment, scheduling, time entry approval, budgeting, and performance reviews. It also involves quality assurance audits and assisting leadership with employee performance management and discipline. Given access to strategic and sensitive information, confidentiality is essential.</p>	
Description of the Function	
<p><b><u>Leadership</u></b></p> <ul style="list-style-type: none"> <li>• Supervise detachment municipal employees, including scheduling, leave requests, training, and timekeeping approvals</li> <li>• Conduct employee performance evaluations and manage daily performance</li> <li>• Train new hires and serve as the first point of contact for employee inquiries</li> <li>• Liaise with Town HR and Payroll on employee matters and onboarding</li> <li>• Oversee front counter cash management including weekly drop-off to Finance</li> <li>• Ensure compliance with Town policies on leave, conduct, and workplace ethics</li> <li>• Monitor employee work to maintain adherence to procedures and policies</li> <li>• Assist in supervising PSE employees when needed</li> <li>• Collaborate with the Detachment Commander on financial planning</li> <li>• Support Detachment ME staff as needed and assist with social function planning</li> <li>• Perform additional duties as assigned</li> </ul>	
<p><b><u>Administrative</u></b></p> <ul style="list-style-type: none"> <li>• Conduct civil fingerprinting for walk-ins when appropriate and process civilian and CC prints</li> <li>• Oversee ME staff tasks, court, and CPIC queues in PROS</li> </ul>	

- Manage email proxies and attend Town of Strathmore (TOS) and RCMP events when feasible
- Serve subpoenas at the front counter when required
- Monitor radio communications and assist RCMP members as needed
- Ensure accuracy and compliance of Crime Mapping data
- Act as the VSU contact for file updates
- PAT collision point of contact
- Collaborate with TOS Communications team on social media initiatives

### **Safety**

- Participate in the Town's Health & Safety Program and follow all workplace procedures
- Work in compliance with the Occupational Health and Safety Act plus other applicable codes
- Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

## **COMPETENCIES & BEHAVIOURS**

- Leadership & Supervision: Ability to manage, train, and mentor staff while ensuring adherence to policies and procedures
- Decision-Making & Problem-Solving: Skilled in handling complex issues, performance management, and daily operational challenges
- Communication & Collaboration: Strong interpersonal skills to liaise with employees, management, and external stakeholders
- Confidentiality & Integrity: Maintain discretion when handling sensitive information and demonstrate ethical decision-making
- Administrative & Organizational Skills: Efficient in timekeeping, scheduling, financial oversight, and policy compliance
- Technical Proficiency: Proficient in PROS, CPIC, and crime mapping tools, with the ability to monitor radio communications
- Adaptability & Initiative: Willingness to support multiple roles, including assisting RCMP members
- Community Engagement: Represent the Detachment at events and contribute to public outreach efforts, including social media collaboration

## **REQUIREMENTS, EXPERIENCE, & EDUCATION**

- Minimum Grade 12 education
- 2+ years of supervisory experience
- 5+ years of administrative experience, preferably in a policing environment
- RCMP Clearance
- Experience in providing records management services such as indexing, cross-referencing, filing, retrieving, retaining, archiving, or destroying data
- Experience maintaining a law enforcement database such as CPIC and/or PROS is preferred
- Experience liaising with court representatives and officials and preparing court disclosure packages is preferred
- Current positive Driver's Abstract
- Valid Alberta Class 5 Driver's Licence

**Manager Approval:**

_____ Name	_____ Signature	_____ Date
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**Employee Acceptance:**

_____ Name	_____ Signature	_____ Date
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*Submit signed copy to HR for filing*