



Job Posting – Comp. # 2012.007

Position:	Supervisor of Administrative Services
Reason for posting:	This position is posted to fill a vacancy.
Organization:	Community Living British Columbia (CLBC)
Location:	Burnaby
Region:	Provincial Assessment Centre (PAC)
Term / Status	Regular/Full time
Eligibility:	Open to internal and external applicants
Classification/Salary:	Clerk 14 / \$41,971 to \$47,623 annually

The Program - Community Living British Columbia [CLBC] delivers support and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision '**Good lives in welcoming communities**'.

PAC is the designated tertiary care mental health service for individuals aged 14 years and older who have a developmental disability and a concurrent mental illness or behavioural concern. PAC is the only center in BC that provides specialized inpatient assessment and treatment for dually diagnosed individuals. The nurses at PAC are part of the multi disciplinary team that provides a comprehensive 90 day assessment or a 30 day stabilization and reintegration into community.

The Role – Reporting to the Director of PAC, the Supervisor of Administrative Services is the senior administrative support position responsible for organizing and supervising the administrative functions, carrying out a number of financial functions as well as managing the building operations at the Provincial Assessment Centre. This position is accountable for assuring that the office administrative systems conform to CLBC's Vision, Mission and Values, in its day to day operations.

Qualifications – Grade twelve diploma or equivalent education required and the completion of a Business College or a Secretarial course, with a preference for post secondary courses in accounting, business or equivalent OR five years related experience, education and/or training in clerical or administrative support; experience or training in keyboarding and other standard computer applications (such as word processing, spreadsheets, data bases and the internet); and recent supervisory experience. For a complete list of qualifications and duties please click on the link to the complete job description.

How to apply - Interested applicants are encouraged to e-mail a resume and a cover letter by the closing date, quoting competition #2012.007 in the subject line, to Jaimie Willows at CLBC.HumanResources@gov.bc.ca **NOTE:** An eligibility list may be established.

Closing Date:	February 23, 2012
Contact:	Jaimie Willows
Email:	CLBC.HumanResources@gov.bc.ca
Address:	7th Floor – 1200 West 73rd Avenue, Vancouver, BC V6P 6G5