



Program Administrator - Transit and Parks Community Services

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and recreational opportunities, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a **regular full-time Program Administrator – Parks & Transit**. Reporting to the General Manager of Community Services, the incumbent will oversee the Regional Transit Program and a variety of projects and initiatives in support of the region, rural communities and the organization's strategic priorities.

The Regional District transit services are growing as are the parks and rail trail network initiatives. With your degree in parks, transportation or land-use planning, related experience and your research and communication skills, you will perform multi-disciplinary work relating to the transit and park development projects. You will liaise with internal and external contacts, develop strategic partnerships and respond to public enquiries. You will also utilize your strong analytical skills to prepare comprehensive reports and policies on a wide range of related issues.

QUALIFICATIONS

- Bachelor's degree in park planning or landscape architecture or another related field.
- A minimum of five (5) years' related experience.
- Knowledge and experience in the areas of transit planning, landscape architecture, sustainable development, project management, and/or environmental science would be an asset.
- Strong research and analytical skills.
- Excellent organizational, written and verbal communication skills.
- Ability to interact with public groups and facilitate issue identification, issue resolution and consensus building.
- Ability to work on a number of concurrent tasks, with deadline pressures.
- Ability to handle confidential and sensitive matters with discretion and integrity.
- Demonstrated computer skills in Microsoft Office Suite; experience with mapping software would be considered an asset.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques.
- Ability to work evenings and weekends, as required.
- Valid B.C. Driver's Licence.

This regular, full-time position is included in the BCGEU bargaining unit. The hourly wage for this position is \$34.56, Paygrade 6 (under review), plus an attractive fringe benefits package. Qualified individuals are invited to submit their applications quoting **Competition No. 18-25E** by 4:30 p.m. on Sunday, October 21, 2018 to:

Human Resources Department
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax: (250) 492-0063
Email: hr@rdos.bc.ca

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.