



# Central Coast

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## REGIONAL DISTRICT

**Title: Operations Planning and Administration Coordinator**

**Department: Public Works & Operations**

**Status: Regular (full-time)**

**Salary: Commensurate with Education and Experience**

**Reports to: Operations Manager**

**Date: January 2023**

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### **Position Summary:**

Reporting to the Operations Manager, the Operations Planning and Administration Coordinator performs a range of administrative and planning tasks in support of the operations department. This position provides support to the Operations Department to meet service expectations, as well as departmental goals and objectives.

### **Key Job Duties & Responsibilities:**

- Assists Operations Manager in a range of project management work including document preparation, specifications, contract administration and management, project closeouts, budgetary oversight, cost estimates, scheduling, project analysis, inspections, and associated reporting.
- Acts as the Emergency Management Coordinator for the CCRD and reports to the CCRD CAO on matters related to activities, tasks, assignments, and responsibilities associated to this role.
- Liaises with Regulatory Agencies in regard to CCRD Infrastructure and Operations.
- Assist CCRD Management in engaging with First Nations, communities, stakeholders, and the general public.
- Prepares reports on CCRD operational matters.
- Assists with budgeting/costing.
- Supports Operations Manager with grant writing and reporting, report writing, and drafting correspondence.
- Support and champion the CCRD's records management systems.
- Post notices and updates relevant sections of the website as required.
- Manages the Safety Management System for the Bella Coola Airport.
- Responsible for updating the Airport Operations Manual, Wildlife Management Plan, Emergency Response Plan, Safety Management System (SMS) Manual, and other documentation required under the Canadian Aviation Regulation.
- Assists with coordinating annual airport emergency response tabletop exercise and full-scale exercises.
- Review and ensure compliance with Transport Canada regulations, advisory circulars, and Nav Canada.
- Completes internal quality assurance audit of airport operations as per SMS and coordinate external audit.
- Support the Corporate Officer in processing freedom or information requests ensuring Freedom of Information Act and Protection of Privacy Act compliance.
- Practice and adhere to WorkSafeBC and CCRD's policies and procedures.
- Assist regional district staff in emergency operations response if required.
- Perform additional duties as directed.

### **Qualifications & Experience:**

- Certificate or diploma in Public or Business Administration. The regional district will consider other combinations of education and experience such as a technical diploma or relevant degree, supported by administration and/or project management experience.
- Progressive experience in an office setting.
- Experience with providing administrative support.
- Local government experience is considered an asset.
- Project management experience is considered an asset.
- Valid B.C. class 5 driver's licence.

### **Knowledge, Skills, and Abilities:**

- Ability to learn and work independently, and problem solve.
- Ability to work and function as part of a team.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Effective interpersonal skills and ability to build and maintain effective, respectful and professional working relationships with internal and external contacts, other government agencies, and stakeholders, and to effectively interact with the public in a tactful manner.
- The ability to communicate effectively both orally and in writing, and to deal courteously, tactfully and diplomatically with elected officials, managers, government agencies, volunteers, contractors and the general public.
- Knowledge of office practices, procedures and equipment required to produce publishable reports and documents.
- Proficient computer skills: Microsoft Office Suite, ability to analyze and work with data in Microsoft Excel, and the ability to learn new software quickly.
- Strong organizational skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Ability to interpret and apply standard engineering guidelines such as technical manuals, codes and regulations, contracting policies, safety regulations, bylaws, and policies.
- Sound working knowledge of engineering, construction, budgeting, and costing procedures is considered an asset.
- Ability to interpret, comprehend and manage engineering design plans, contracts and project specifications and the management, thereof is considered an asset.
- Ability to plan, coordinate and implement maintenance programs.
- Ability to write concise, clear technical documents and plans.
- Knowledge of local government organizations and operations.
- Ability to coordinate projects involving multiple departments and agencies.
- Ability to attend evening and weekend meetings or other events, as required, and to work additional hours (evenings and weekends) from time to time, as required.
- Some out-of-town travel will be required to attend remote work sites, meetings or professional development. Flying in helicopters and small fixed wing aircraft is required from time to time, as is travel by water taxi.