



Executive Assistant to the Peterborough Police Services Board

File #20-23

POSITION DESCRIPTION:

The Executive Assistant to the Peterborough Police Services Board (PPSB) will provide support to ensure that strategies and operations of the Board are in conformance with the appropriate statutes governing the Board and its responsibilities. Ensure necessary confidentiality is maintained. Act as the liaison between Peterborough Police Service staff and the Board.

Attend PPSB meetings and record all official proceedings in accordance with the procedures set out in the Peterborough Police Services Board's Procedural By-Law. Respond to questions and provide information and/or procedural advice. Produce and edit the minutes, agendas, and summaries of recommendations for distribution. Ensure all follow up is completed.

Prepare correspondence in consultation with the Board Chair and the PPSB members. Monitor the news, media and collect articles, reports, and data of general interest to PPSB members, and maintains issue files for reference.

Assist with the review and revision of the Board's policies and bylaws, research the policies and bylaws as required. Provide suggested changes from the Ministry of the Solicitor General to Board policies for discussion and approval.

Assists the Board and Service with the administration of the Taxi and Limousine bylaws and the towing contracts. Acts as the point person for the Board for complaints and inquiries from the public and the industry. Ensures the proper process is followed as outlined in the bylaws for any licensing appeal hearings. Organizes any public meetings and informs the stakeholders.

Conduct research, analyze correspondence, prepares reports and relevant documents for and on behalf of the Board, as required.

Request legal advice when directed by the Board and liaise with the lawyer(s). Works with the Board's lawyer and provides all requested information in a timely fashion. Reports all necessary information and correspondence to the Board for further direction.

Serve as liaison of the Board with the City, the Township of Selwyn, Township of Cavan Monaghan, other Boards and Police Associations, Provincial Government, public and media relating to issues within the PSB's jurisdiction. Respond to external inquiries and complaints, using appropriate tact and discretion, by answering or directing them to the appropriate personnel.

Provide research and administrative support for collective bargaining negotiations. Attend negotiations and act as a resource to the Board and its legal counsel. Draft the bargaining briefs, MOUs and update the Collective Agreements at the completion of negotiations and distribute to the appropriate members and others as required. Answer related inquiries from other Police Services Boards.

Provide support to the various Board committees. Attend committee meetings, draft agendas in consultation with the committee chair, provide research, produce Minutes, conduct any necessary follow up.

SKILLS REQUIRED:

Candidates must have:

- Community College Diploma or equivalent in business, administrative and/or law
- 3-5 years experience in related field, including administrative and keyboarding skills (55 -60 wpm)
- Knowledge of board governance and meeting management
- Ability to interpret Police Services Act and relevant legislation
- Ability to work independently with minimal supervision
- Ability to organize and prioritize work assignments to meet strict definitive deadlines
- Excellent interpersonal and communication skills to work with the public in person, on the phone, by email and in writing
- Proficient in the use of computers including Microsoft Word, Excel, email, internet, and database application skills
- Ability to maintain a high degree of confidentiality and deal with sensitive confidential information
- Ability to excel in a political and sometimes high stressful environment
- Ability to work flexible hours when needed

Must be prepared and available to work flexible/irregular hours to attend meetings.
Must have a clear background record as a condition of employment.

Closing Date: Friday, September 25, 2020 at 4:00pm

Salary: \$78,998.00, 40 hour work week

Send your completed documentation to:

Attention: Human Resources, Peterborough Police Service,
500 Water Street, P.O. Box 2050, Peterborough, Ontario, K9J 7Y4 or
email to Recruitment_pps@peterborough.ca

We thank all applicants that apply, however only those selected for an interview will be contacted. If you are invited to participate in an assessment process, kindly provide your accommodation needs in advance to ensure that appropriate accommodation is provided to you throughout the hiring process.