

Job Title: Executive/Research Assistant, Police Services Board				
Reports to: Police Services Board Executive Director		Dept.: Ottawa Police Services Board		
Branch: N/A	Affiliation: MPE	PG:	HRs: 35	JK: XXX

JOB SUMMARY: (Responsibilities, impact, scope and accountability)

This position provides senior level executive administrative and operations support to the Executive Director and where required, the members of the Police Services Board (OPSB), a provincially mandated legal entity that operates independently from the City and Council. The OPSB is responsible for the provision of adequate and effective police services in the municipality, which must include, at a minimum, police services in crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response in accordance with Provincial legislation.

KEY DUTIES:

- 1) Provides senior level executive administrative support to the Executive Director and, where required, to Board Members. This includes: drafting and preparing correspondence and memoranda on behalf of the Executive Director or for the Executive Director's review; attending meetings with or on behalf of the Executive Director to provide the Executive Director with support and identify action items for follow-up; developing or facilitating the development of meeting materials to support meetings attended by the Executive Director, including background research, speaking notes, etc.; assisting in coordinating Board and committee meetings and any necessary follow-up or action items that may be required arising from Board meetings that the Executive Director is ultimately responsible for overseeing.
- 2) Serve as the Executive Director's day-to-day liaison to Board Members, the Chief's Office, the City, and external stakeholders in order to identify key decision points, follow-up on action items and otherwise ensure the Executive Director is informed of important matters that may require attention.
- 3) Drafting Board reports on behalf of the Executive Director for review and approval, and conducting related research and information requests in relation to these reports.
- 4) In consultation with the Executive Director, preparing and monitoring the Police Services Board's budget and maintains budget files.
- 5) Responsible for the management of correspondence, including composing responses or otherwise identifying appropriate next steps that the Executive Director is ultimately responsible for ensuring are addressed.
- 6) Supported by the Board Assistant, assists with the scheduling and coordination of high-level meetings both internally and externally including ensuring arrangements necessary for the proper functioning of the meeting.
- 7) Organizing the on-boarding of new Board Members, including scheduling of training and other matters.
- 8) Developing and maintaining tracking tools and databases to monitor the status of a variety of issues.
- 9) Provides necessary support to the proper functioning of the Board Office's operations.

- 10) Provides back up support for the Board Assistant, where required.
- 11) Performs other related duties consistent with the duties outlined above.

STATEMENT OF (MINIMUM) QUALIFICATIONS

EDUCATION

Completion of post secondary diploma or degree.

EXPERIENCE

Minimum of three (3) years experience providing executive administrative/operational support in a variety of areas and/or experience in conducting research and providing analytical support.

CERTIFICATE/ LICENSE

N/A

KNOWLEDGE

- The functions and responsibilities of a municipal police governing body.
- The Police Services Act of Ontario and related statutory regulations.
- General knowledge of the mandate and operations of an Ontario municipal police service.

SKILLS AND COMPETENCIES

- Able to manage multiple tasks and balance competing demands.
- Able to recognize and analyze problems and find solutions.
- Superior written and oral communication and listening skills.
- Able to anticipate needs and proactively address them.
- Deal effectively with deadlines.
- Strong organizational skills.

PERSONAL SUITABILITY

- Must exercise sound judgement, discretion, initiative, alertness and a high degree of confidentiality.
- Exceptional interpersonal skills and the ability to interact cooperatively with others.
- Work effectively and efficiently under pressure.

SIGNATURES

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

Employee Section

I have read and understand the contents of the job description and have had the opportunity to comment.

SIGNATURE: _____
Employee

NAME: _____
(Please print)

DATE: _____

Police Services Board Chair

SIGNATURE: _____
Police Services Board Chair

NAME: _____
(Please print)

DATE: _____