



**SUBJECT: JOB OPPORTUNITY – CONTRACT – PART-TIME BOARD ADMINISTRATOR**

**DIVISION: SAULT STE. MARIE POLICE SERVICES BOARD**

**TITLE: BOARD ADMINISTRATOR**

**SALARY: \$32.64 - \$38.57/HR**

**HOURS: APPROXIMATELY 10 HRS/WEEK**

**SUPERVISOR: BOARD CHAIR**

**START DATE TO BE DETERMINED**

### **POSITION SUMMARY**

To provide administrative support to the Sault Ste. Marie Police Services Board (SSMPSB). To ensure that strategies and operations of the SSMPSB are in conformance with the appropriate states governing the Board and its responsibilities. To ensure that necessary confidentiality is maintained. To act as the liaison as directed by the Board.

### **MAJOR RESPONSIBILITIES**

- Attend all Board Meetings
- Preparation of agendas and record all official proceedings of the SSMPSB in accordance with the procedures set out in the SSMPSB policies and by-laws.
- Maintain all SSMPSB documentation in accordance with the File Retention By-law
- Liaison with the Sault Ste. Marie Police Service Association
- Point of contact for public inquiries including responding to emails, liaison with Ministry other Police Services and Boards
- Prepare and coordinate Board Budget
- Make travel arrangements as necessary for Board Members
- Schedules delegations wishing to address the board according to Board guidelines and facilitate communication between the delegation and the Board prior to the meeting.
- Reviews and controls the release of SSMPSB agendas, ensuring the relevant content and flow of information to Board members, including reviewing the agenda structure, correspondence, and registered delegations.
- Composes and prepares official/statutory correspondence in consultation with the Board Chair.
- Informs government offices, external agencies, and/or other interested parties, as appropriate.
- Prepares standard formats for meetings, minutes, agendas, and report formats and creates templates for official documents.
- Researches and prepares reports on topics as directed by the Board and on topics that may affect Board business.

- Responds to general inquiries from the general public and directs queries to the appropriate individual for response. Media queries relating to issues within the SSMPs jurisdiction are directed to the Chair for response.
- Ensures that issues of a sensitive or political nature are dealt with using appropriate tact and discretion.
- Facilitates the orientation and initiates arrangements for the commissioning of new Board members.
- Maintains current orientation binders for new members.
- Co-ordinates logistics for special events or meetings as directed by the Board.
- Receives, opens and distributes mail for SSMPs members.
- Responds directly to minor matters and prepares responses for approval of the Chair as required.
- Monitors the news media and collects articles, reports, and data of general interest to SSMPs members, and maintains appropriate files for reference.
- Maintains accurate and up-to-date records of policies, policy statements and by-laws by number and subject.
- Purges and maintains files in accordance with the Records Management by-law and prepares destruction notices as necessary for the Chair's signature.
- Performs other related duties as assigned.

#### **QUALIFICATIONS**

- Minimum 5 years experience working in an executive administrative capacity within law enforcement, with an emphasis on maintaining confidentiality, data management, financial reconciliation, customer service, organization and efficiency
- Minimum of 10 years of administrative policing experience
- Demonstrated discretion and confidentiality when dealing with sensitive information
- Demonstrated analytical thinking and problem solving abilities
- Demonstrated ability to prepare accurate meeting minutes, reports, agendas, PowerPoint presentations and other materials for meetings
- Knowledge of executive office protocols and administrative systems
- Knowledge of board governance and meeting organization
- Demonstrated ability to interpret the Community Safety and Policing Act and relevant legislation
- Demonstrated knowledge and advanced proficiency in using word processing equipment and related software to an accomplished level, e.g. Microsoft Word, Microsoft Excel, Adobe Pro etc.
- Highly organized and demonstrated ability to prioritize and manage multiple tasks and balance competing work demands through well-developed time management skills
- Demonstrated ability to work independently with little direct supervision as a proactive self-starter and able adhere to stringent deadlines

*Due to the expected number of applications, it is anticipated that applicants will be short listed for an interview based on individual qualifications. Only individuals eligible for an interview will be contact.*

**APPLICATION DEADLINE:** *Sunday, November 10, 2024, at 15:00 hours.*

**APPLICATION PROCESS:** *Email to [s.miles@ssmps.org](mailto:s.miles@ssmps.org) with subject line "Board Administrator Application"*

*Applications submitted in any other way will not be considered. Please include a cover letter, resume and three references.*