

# Executive Assistant to the Chief and Deputy Chief of Police



## Thunder Bay Police Service

### Full-time, Permanent Position

The Thunder Bay Police Service is a mid-sized Ontario service located in Northwestern Ontario serving the communities of Thunder Bay and Oliver Paipooonge with approximately 330 Sworn and Civilian members.

We are seeking an experienced and self-motivated professional to provide senior level executive administrative support to the Chief of Police and the Deputy Chief of Police. Our ideal candidate will have a minimum of 8 years' of executive level administrative experience coupled with a degree or diploma in a related field. Exceptional organizational skills and effective written and verbal communication skills are imperative to this role.

We offer a competitive salary as well as the OMERS pension plan and an expansive benefits package.

Under the direction of the Chief of Police and the Deputy Chief of Police, the Executive Assistant provides senior level executive administrative support and performs confidential administrative duties. This position prepares and reviews correspondence for the Chief and Deputy, identifies time sensitive items and initiates necessary action as directed and/or as within the positions' delegated responsibilities. This position maintains filing systems, manages appointments, and completes any other duties pertaining to the operation of the Executive Office or as assigned by the Chief and/or Deputy.

**Duties and responsibilities of the position include:**

1. Maintains work assignments and prepares and/or reviews all reports, documents, directives, minutes and correspondence from the Chief and Deputy and performs quality control to ensure such material meets their expectations; coordinates communications between the Chief, Deputy and the Senior Officers. Produces a variety of accurate and well designed documents utilizing Microsoft Word and Excel spreadsheets.
  2. Directly responsible to the Chief and Deputy for highly confidential files such as intelligence matters, OACP matters, Police Act information, and internal investigations. Adept at displaying tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
  3. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Chief and Deputy, determining appropriate referrals or response.
  4. Answers and routes phone calls, mail and email messages and handles a broad range of information dissemination.
  5. Responsible for developing and maintaining good working relationships, communication and the coordination of activities with all members of the Senior Command Team and all members of the Thunder Bay Police Service. Provides communication between the Chief's office and internal departments and/or external organizations and individuals including other police services, City management/staff and community groups; demonstrating leadership to maintain credibility, confidentiality, trust and support.
  6. Contributes to maintaining a positive image for the Thunder Bay Police Service when dealing with outside police agencies, external partners, various organizations and groups of particular interest to the Chief and/or Deputy. Handles all administration and is the initial contact for various committees that the Chief and/or Deputy are a member of such as the Ontario Association of Chiefs of Police (OACP, CACP, IACP)
  7. Coordinates appointments, meetings, travel plans, and conference reservations for the Chief and Deputy including all incidental activities associated with such matters. Provides calendar management and plans, coordinates and ensures the Chief and Deputy's schedules are followed and respected.
  8. Maintains effective time management through controlling the access of people wishing to see or speak to the Chief and Deputy; screens all incoming calls, determines importance/priority and provides assistance and/or redirects to the appropriate Unit for action. Prioritizes inquiries and requests while troubleshooting conflicts; makes judgements and recommendations to ensure smooth day-to-day operations.
  9. Maintains and updates all manual and computerized records and files while ensuring appropriate retention and disposal of confidential documents/files in accordance with Freedom of Information legislation and the Service's retention by-law.
  10. Maintains liaison with members of the Police Services Board and Police Association executive members; prepares and co-ordinates the submission of reports, letters and documents to the Thunder Bay Police Services Board and oversees the preparation of the agenda and manages deadlines for material submission.
  11. Handles event planning including catering, registration and coordination for events and meetings. Attends meetings and accurately records meeting notes and distributes minutes, agendas and meeting materials.
  12. Performs other duties as assigned.
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## Qualifications:

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- A degree or diploma in a related field combined with 8 years' of executive level administration experience is required. Must possess excellent interpersonal, organizational, written and verbal communication skills, a broad command of the English language combined with the self-confidence to communicate and express information accurately, including the ability to respond diplomatically to both internal and external queries. Must possess exceptional organizational skills, with the ability to prioritize and multi-task in a fast paced environment, dealing competently and effectively with all levels of personnel within and outside the organization. Must be self-motivated; detail oriented; possess a high level of integrity and a demonstrated capacity to exercise tact, discretion and confidentiality in all matters both internal and external to the Thunder Bay Police Service. Must be adaptable in various competing demands and demonstrate the highest level of customer service. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel and Power Point) with a minimum keyboarding speed of 60 w.p.m.
  - Membership with the APC (Administrative Professional Certification) and/or CCAP (Canadian Certified Administrative Professional) are considered to be assets.
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## Conditions of Employment:

Must take Oath of Secrecy and undergo Security Clearance

Qualified applicants are invited to submit a cover letter and resume referencing the position title electronically to: <https://www.thunderbaypolice.ca/apply-position> or by mail to Human Resources, Thunder Bay Police Service, 1200 Balmoral Street, Thunder Bay, ON, P7B 5Z5 by 4:00 p.m. **Monday, June 1, 2020.**

We are an equal opportunity employer and encourage diversity in our workplace. Accommodation is available for applicants with a disability.

***We thank all applicants for their interest however, only those candidates that are selected for an interview will be contacted.***