



**EXECUTIVE ASSISTANT**  
**Bradford West Gwillimbury/Innisfil Police Services Board**

Executive Assistant required immediately  
\$20-\$30 per hour – part-time - variable hours (20-40 per month)

This position provides clerical, support and executive administration services for the Bradford West Gwillimbury/Innisfil Police Services Board.

Supporting a five member Police Services Board will be responsible for:

- Attend all Board meetings (at least once monthly, plus additional budget and special business meetings as required), as well as any training sessions and conferences, as required; other job duties for home based office;
- Prepare and circulate meeting minutes to all Board members;
- Prepare, coordinate, and retain all meeting motions;
- Prepare meeting agendas and supporting documentation well in advance of meetings for distribution to all board members and stakeholders, as required;
- Book venues and any other requirements for all meetings;
- Provide clerical support to the Board Chair, and other members, as needed;
- Facilitate all arrangements for Police Board member seminars or conferences;
- Check and handle all incoming mail, and at the direction of the Board Chair, prepare appropriate responses;
- Handle confidential materials, ensuring Board protocols are adhered to;
- Check and handle all incoming e-mail phone calls, voice messages, or social media daily and circulate as required
- Conduct research, compile data and prepare papers for consideration and presentation by Board members;
- Liaise with departmental and town officials, associations members of communities and police service to accomplish Board requirements;
- Maintain and Coordinate administrative policies and procedures for Board members;
- Establish and maintain a confidential and effective filing system for all Police Board hard copy and soft copy materials, including the shredding of materials as required;
- Coordinate with the Police Chief and other service personnel, as required, in the preparation of Board materials;
- Maintain and keep up to date the Police Service Board's website.

**Minimum Qualifications:**

- Post-Secondary Education, preferably in business studies, public administration or political science ;
- Requires five (5) to seven (7) years' experience in an executive secretarial/administrative capacity (preferably in a municipal office environment);
- Availability to attend during day, evening and/or weekend meetings or other events as required;
- Excellent oral and written communication skills with strong attention to detail;
- Aptitude for high level customer service;
- Proficient with Microsoft Office skills in Word, Excel, PowerPoint, Adobe Acrobat;
- Understands the need for discretion, and able to maintain a high degree of confidentiality;
- Ability to update website content is an asset;
- Exceptional organizational skills with a friendly, positive attitude;
- Professionalism, dedication and the ability to facilitate requirements in a timely manner;
- A Class G driver's licence in good standing and reliable vehicle to use on corporate business when required;
- Municipal Clerk Experience will be an asset.

**If you are available for this opportunity please apply via mail or email before 4:00 p.m. on May 8<sup>th</sup> 2019:**

Attention: Board Chair  
Bradford West Gwillimbury/Innisfil Police Services Board  
C/o Human Resources Department  
2137 Innisfil Beach Road, Innisfil, ON L9S 1A2  
[recruitment@southsimcoepolice.ca](mailto:recruitment@southsimcoepolice.ca)

*We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.*