



COBOURG POLICE SERVICES BOARD

Civilian Position Description - Executive Assistant to the Board

Rank or Position:	Executive Assistant to the Board
Division:	Cobourg Police Services Board
Supervisor:	Board Chair
Hours of Work:	20 hours per week (schedule to be determined)
Job Creation Date:	March 2022

General Responsibilities:

The role of the Executive Assistant (EA) is to assist the Board in administering and coordinating its business to ensure efficiency of operations. The EA Acts as the main resource to the Board for organizing meetings, creating the agenda in consultation with the Chair, taking minutes for all public, in-camera and special meetings of the Board, and writing correspondence to reflect the Board's decisions.

Required Qualifications/Competencies:

Must be able to demonstrate the following Qualifications/Competencies:

- Accurate keyboarding and computer skills, with working knowledge of Internet and Microsoft Office applications.
- Post-secondary education or any acceptable level of education and/or experience will be considered.
- Ability to prioritize and complete a multitude of tasks simultaneously.
- Ability to maintain and manage tight deadlines.
- Has demonstrated effective interpersonal and communication skills.
- Effective communication and ability to work well with a variety of people.
- Ability to maintain high level of confidentiality.
- Demonstrated ability to solve a problem without clear directions or instructions.
- Ability to manage a high volume of information at any given point in time.
- Experience working with a Board an asset.
- Political acuity an asset.

Specific Responsibilities:

The Executive Assistant shall:

- Ensure that all Board members are kept fully informed of any developments upon which they may have to act
- Provide accurate and up-to-date information on Board related documents
- Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters
- Provide procedural, historical and policy information to the Board as required
- Conduct research, analysis and write reports for and on behalf of the Board as required
- Liaise with municipal and provincial government officials, and with staff and other police services Boards
- Receive all communications addressed to the Board and deal with them as follows: -
 - acknowledge receipt and confirm that attention is being given on such items that are not general correspondence
 - refer them to the Chief of Police to take such action as is immediately necessary and report to the Board at the next meeting
 - Report to the Chair immediately if the matter is, in the opinion of the Executive Assistant, necessary for immediate attention by the Board
 - Attend all public, in-camera and special meetings of the Board, and record the minutes, orders and requests of all such meetings
 - Organize meetings, prepare the agenda as well as any reports or supporting documents, in consultation with the Chair, and ensure the distribution of the agenda to the Board Members on the Wednesday preceding the meeting
 - Print the minutes of the meeting and include a copy with the agenda packages for the next regular meeting of the Board
 - Prepare and issue all communications and reports arising from the proceedings on behalf of the Board, unless otherwise directed by the Board
 - Any other duties as assigned by the Board Chair and/or Designate

Note: *The responsibilities listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.*