



JOB POSTING



REFERENCE:	#24-38E
POSITION TITLE:	Administrative Assistant (NON-UNION)
DEPARTMENT:	Police Service Board
SALARY:	\$71,400 - \$85,700 per annum
STATUS:	One (1) permanent position, Hybrid Remote Option Available
LOCATION:	Region of York Administrative Centre, 17250 Yonge Street, Newmarket, ON
OPENING DATE:	July 10, 2024
CLOSING DATE:	July 23, 2024

YORK REGION POLICE SERVICE BOARD OPPORTUNITY

This position will provide administrative support to the Executive Director, the Board Office and Chair, representing the York Region Police Service Board.

In this role, you will use your administrative skills to deliver top-quality service and contribute to a positive, supportive and efficient team environment. You will build and maintain effective relationships with internal and external partners and provide a wide variety of administrative and research functions that actively contribute to achieving the mission, goals and objectives of the York Regional Police Service Board.

POSITION RESPONSIBILITIES:

The duties for this position may involve but are not limited to:

Office Administration

- Performs varied administrative duties and clerical functions in connection with the operation of the office, including the operation of office equipment and computers, utilizing a variety of desktop applications and corporate systems.
- Manages the Board's general email inbox and phone line and ensures a prompt response or triage to appropriate staff.
- Coordinates registration and attendance of Board members and staff for conferences, meetings and events.
- Prepare and process Board credit card and expense claims, invoices and payments as required.
- Be informed on matters that fall within designated areas of responsibility, and ensure essential Board business is supported in the absence of the Executive Director.
- Conducts background research and retrieves information on various matters.
- Maintains continuous awareness of policing and municipal matters, departmental administrative systems and procedures, organization structures, and major activities in order to provide effective administrative assistance.

Assist with Board Meetings

- Handles and coordinates scheduling of Board and Committee Meetings and member attendance and ensures that the appropriate information, resources and support is provided.
- Assist the Board Manager with preparations including catering and attendee accommodations as required.
- Circulate meeting information and updates to Board Members and attendees.
- Support the Board Manager in the delivery of the hybrid meeting format.
- Takes/transcribes minutes at meetings, as required.

Document Management

- Maintain the Board's electronic and physical filing system ensuring documents are correctly entered into the Board's SharePoint site (RMS) in accordance with the Board's Records Management policy.
- Maintain correspondence, information and confidential files of the Board in accordance with the Board's retention schedule.

MANDATORY QUALIFICATIONS:

- Successful completion of a post-secondary diploma in legal, business, office administration, secretarial or a related field, or the equivalent training and experience.
- Minimum three (3) years' experience providing administrative support, preferably in a municipal or related sector.

PREFERRED QUALIFICATIONS:

- Not for profit or regulatory board experience would be an asset.
- Proficiency of Microsoft Office applications, such as Outlook, Excel and Word.
- Excellent written and verbal communication and a good level of political acuity.
- High proficiency with and ability to adapt to using various technological tools.
- Solution oriented client service skills.
- Organizational and planning skills and ability to complete a multitude of tasks simultaneously.
- Customer service skills and ability to deal with calls of a sensitive nature.
- Quick response and judgement skills.

ADDITIONAL NOTES:

- This position requires occasional travel throughout the Region or the GTA.
- The incumbent will be required to attend occasional events outside of regular business hours, when needed.

HOW TO APPLY:

- Please submit your cover letter and resume as one PDF document, by clicking on the 'Apply Now' button below.
- Only those selected to move forward in the recruitment process will be contacted.
- All correspondence will be via the e-mail provided on your resume.
- Please contact talent@yrp.ca if you have any questions regarding this recruitment process.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve.

All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided throughout the recruitment and selection process to applicants with differing abilities upon request.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN