



THE WINDSOR POLICE SERVICES BOARD

Is seeking a

FULL-TIME ADMINISTRATIVE DIRECTOR

The Windsor Police Services Board is seeking an individual to provide administrative oversight and support to the Board in coordinating its daily operations and fulfilling its legislated responsibilities. This position is partly administrative but also requires strong leadership and critical-thinking skills to direct matters approved by the Board.

Primary duties:

- Coordinate and attend all Board meetings;
- Prepare agendas, record and produce meeting minutes;
- Prepare, implement and action resolutions of the Board;
- Assist the Board in becoming more efficient and effective in executing its legislated role;
- Process reports;
- Manage internal and external correspondence,
- Ensure legal and technical compliance with applicable legislation, governing By-laws and policies;
- Manage financial documents, contracts and Board accounts;
- Liaise with City Hall, Mayor's Office, Chief's Office, Legal Counsel, Government Officials, media and general public.

Qualifications:

- University degree, college diploma or relevant experience
- Demonstrated organizational skills
- Excellent verbal and written communication skills
- Demonstrated critical-thinking skills
- Exceptional interpersonal skills; ability to work and communicate with people in various circumstances
- Ability to work independently, exercising good judgment, discretion and maintaining confidentiality
- Strong knowledge of Microsoft Office applications

The successful candidate will be required to pass a thorough background and reference check prior to appointment.

Please send resume and references to:

**City of Windsor
Mayor's Office
Attention: Christine Chauvin
350 City Hall Square
5th Floor
Windsor, Ontario N9A 6S1
cchauvin@citywindsor.ca**

Deadline for applications is **November 15, 2019**. Only those selected for further consideration will be contacted.