

## The St. Thomas Police Service announces a Selection Process

### EXECUTIVE ADMINISTRATOR

1 Full Time Position  
Starting salary \$85,000

#### **This position has two distinct roles:**

As the **Executive Administrator**, you will report directly to the Chief of Police and performs confidential clerical duties for the Administration; responsibilities include payroll, budget preparation, financial duties including accounts payable and receivable; and various human resources tasks.

As **Secretary to the Police Services Board**, you will report directly to the Board; performs the confidential clerical duties for the Police Services Board, carries out assignments and conducts research as directed by the Board.

#### **Qualifications:**

- Post-Secondary Education - Bachelor's Degree or Community College Diploma in Public Administration, Business Administration, Finance, Executive Office Administration, Human Resources or a related field or relevant work experience
- Demonstrated knowledge and practical application of financial administrative duties, accounting practices and mathematical proficiency including analysis of financial information, monitoring accounts and preparation of financial budgets and associated reports.
- Progressive experience in an Executive role in a business office setting; prior experience in a police environment is beneficial
- Advanced computer literacy and experience with Microsoft Office Professional and demonstrated knowledge of related computer applications pertinent to the duties with accurate and efficient keyboarding skills; Demonstrated ability to learn very quickly and adapt to work in a fast paced and ever-changing environment
- Formal training and experience with Day Force and/or Great Plains is an asset
- Strong attention to detail and highest professional standard of composition and appearance
- Proven ability to handle sensitive issues and matters of business in a professional, fair and positive manner with complete confidentiality
- Very strong interpersonal skills with the ability to build relationships with stakeholders, staff, Board Members, Council members and the general public
- Demonstrated knowledge of organizational structure, directives, goals, strategic plans and operational direction and the ability to use independent judgment to plan, prioritize and organize a diversified workload
- Excellent organizational skills with the ability to perform and prioritize multiple tasks seamlessly ensuring attention to detail with the ability to work independently with limited supervision under strict time constraints
- Demonstrated ability to achieve high performance goals while being adaptable to various competing demands

**Working Conditions:** Business office environment; the job entails frequent disturbances in work flow; potential to occasionally engage with agitated people or people with mental health issues.

**Compensation and Hours of Work:** 40 hours per week, Monday – Friday; Salary and benefits in accordance with the Executive Administrator contract.

Deadline for submission: June 30, 2019 at 4 p.m.

**Apply for this position by submitting your cover letter, resume and three (3) current work-related references to: St. Thomas Police Service, 45 CASO Crossing, and St. Thomas, Ontario N5R 0G7 or by email to**

**[lcoates@stps.on.ca](mailto:lcoates@stps.on.ca)**