

Executive Assistant to the Chief of Police Grand Falls Police Force

POSITION PERIOD

Full time, permanent

JOB SUMMARY

The Executive Assistant to the Chief of Police provides high-level administrative support while working closely with the Chief of Police. The incumbent's role is to facilitate the management of the Chief's daily priorities, coordinate activities, and manage complex and confidential tasks. This position requires strong organizational and communication skills, as well as the ability to work effectively in a dynamic and sensitive environment.

TASKS AND RESPONSIBILITIES

- Provide administrative support to the Chief of Police.
- Assist the Chief with the general administration of the department and provide research and statistical data as required.
- Assist the Chief of Police with budget preparation, monitoring, and projections. Monitor specific budget accounts as directed by the Chief, make adjustments when necessary, and advise the Chief of areas of concern.
- Maintain the Chief's calendar and pending events schedule, arrange travel, and prepare expense reimbursement claims.
- Receive and monitor telephone calls, screen visitors, and schedule appointments for the Chief and Deputy Chief of Police.
- Respond to correspondence or prepare draft responses for the Chief's approval.
- Assist in drafting routine orders and standing policies.
- Prepare confidential and sensitive correspondence for the Chief's Office, requiring an in-depth knowledge of the *New Brunswick Police Act*, the *Criminal Code of Canada*, and the *Controlled Drugs and Substances Act*.
- Attend departmental management meetings and Municipal management staff meetings as required.
- Attend, record, and transcribe minutes of executive-level meetings, conferences, and disciplinary hearings, as required.
- Assist in monitoring and maintaining the Police Department's policies, objectives, and goals.

- Prepare statistical reports and police surveys as required, such as the annual Police Administration Survey.
- Coordinate and carry out certain purchases in accordance with the provisions of the Municipality's Purchasing Policy.
- Assist with provincial audits.
- Approve timesheets in the absence of the Deputy Chief.
- Assist the Chief during all EMO events. Organize training for all employees involved in the EMO working group.
- Ensure that job descriptions are kept up to date, in collaboration with the Human Resources Department.
- Handle various client files with the highest degree of confidentiality.
- Maintain personnel files.
- Maintain a registry of all departmental agreements and Memoranda of Understanding (MOUs).
- Assist the Chief in ensuring that annual quality assurance reviews are prepared and submitted to Public Safety and that recommendations are implemented.
- Ensure that work orders are submitted for any matters related to the department.
- Perform any other duties as assigned.

REQUIRED QUALIFICATIONS

- Hold a diploma in secretarial studies, office administration, or another diploma relevant to the field of employment, combined with significant experience in a similar position.
- Have experience working in a police, municipal, or other government environment.
- Hold at least 5 years' experience in a similar role
- The candidate must provide proof of having no criminal record.
- Demonstrate strong organizational skills and initiative.
- Be bilingual, both orally and in writing, in both official languages.
- Have the ability to manage and handle sensitive and confidential information.

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.