

# STRATHROY-CARADOC POLICE SERVICES BOARD

## Position Description

**Title:** Secretary

**Reports To:** Police Services Board

### Minimum Qualifications:

- Grade 12 or equivalent
- Excellent typing/keyboard skills
- Working knowledge of Windows based programs
- Good organizational, interpersonal skills
- Ability to work independently and without supervision

### Duties and Responsibilities:

- Carries out all directions of the Board
- Maintains overall control of all Board resources
- Maintains an up-to-date list of Board members, Police Service members, Bylaws, policies and copies of Acts relevant to policing
- Contact person for Board
- Receives all telephone calls, faxes and e-mails for Board
- Liaison between Chief, Police Service and the Board
- Liaison for Board with various Ministry partners
- Liaisons with Board solicitor on all matters requiring advice
- Liaisons with O.A.P.S.B. and Zone 6 for Board
- Attends all meetings of Board and Ad Hoc Committees and minutes same
- Meets with public and advises of avenues available to follow with concerns
- Resources all data and finances, and consolidates into comparative reports for contract bargaining committee
- Prepares contracts for both uniform and civilian from accepted proposals
- Resources information and prepares contracts on Board's direction, for Inspector, Deputy Chief of Police and Chief of Police
- Resources areas under discussion at all ad hoc committee meetings and correlates information to be addressed
- Resources all issues pertinent to policing and prepares draft bylaws and policies required to address same
- Designated as coordinator for Board of FOIPPA and reports annually to Ministry for same
- Prepares Board budget, projecting budget needs for the Board, and works with the Chief to calculate monetary costs to any changes in benefit premiums

- Receives updates on current police budget and keeps Board informed of any concerns or projections
- Responds and directs correspondence to appropriate party (Board, solicitor, Chief, etc) and maintains record of all correspondence
- Prepares agenda and meeting packages for Board members, and delivers to each member, and Chief of Police prior to each meeting day
- Ensures that all matters requiring action from the Board's decisions are followed up on in a timely manner, and communicates decisions of the Board as the Board directs
- Meets with the Chairpersons on a regular basis to keep him/her informed on any issues or concerns that may arise
- Records and transcribes hearings (i.e. minor charges against an officer/civilian, etc) under the Police Act, when required
- Attends and transcribes annual Performance Appraisal for Chief of Police
- Attends Grievance procedures and minutes same
- Prepares documents to assist Solicitor, and attends all Conciliation and Arbitration hearings as resource person
- Performs other related duties as assigned by the Board
- Required to hold confidential position