



EXECUTIVE ASSISTANT (TWO POSITIONS)

COMPETITION: # 2283- 220610 / 220611

STATUS: Regular full-time (Exempt)
SECTION: Support Services Division
HOURS OF WORK: Four-day compressed workweek
Monday-Thursday or Tuesday-Friday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Range 50 - \$34.32 to \$42.90 per hour
\$62,692 to \$78,365 annually

COMPETITION END DATE: Friday, June 24, 2022

The Vancouver Police Department is hiring two Executive Assistants that will be responsible for providing confidential, senior administrative services to the Executives of the Support Services Division. One position will support the Deputy Chief Constable of the Support Services Division, and the Superintendent of Personnel Services. The second position will support the Superintendent of Information Management Services, the Superintendent of Decision Authority, and senior managers in the Support Services Division.

ESSENTIAL DUTIES

- Monitors, coordinates, researches, and assists in the completion of related duties within the Support Services Division
- Liaises with personnel from the Operations and Investigations Divisions, VPD senior managers, City of Vancouver staff, outside government agencies, organizations, and members of the public
- Responsible for organizing and scheduling meetings (in-person and virtual), and preparing meeting materials such as packages, binders, and files
- Responsible for preparing and distributing meeting agendas and minutes
- Organizes and prepares documentation requiring discussion and/or approval(s) such as legal invoices, travel forms, and other expenditures
- Routes and responds to written and verbal correspondence from VPD personnel and external agencies and organizations, including inquiries, requests, and complaints
- Prepares and edits draft communications
- Assists in the preparation of Support Services budget
- Makes travel arrangements for Support Services personnel
- Responsible for maintaining and following up on files where deadlines have been set and/or delegated
- Maintains electronic calendars of Support Services personnel as requested
- Maintains electronic and manual filing systems
- Manages all internal and external mail
- Coordinates various departmental events and functions
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Extensive working experience using Outlook, Word, Excel, Teams, and PowerPoint
- Working experience in financial and human resources software such as SAP or People Soft
- Demonstrated ability to communicate effectively both verbally and written
- Demonstrated ability to establish and maintain effective working relationships in a team environment
- Demonstrated ability to handle public enquires or complaints tactfully
- Strong interpersonal and organizational skills



- Demonstrated ability to work independently with little supervision
- Demonstrated ability to meet tight deadlines and multi-task in a busy, dynamic environment with changing priorities
- Demonstrated ability to maintain the highest degree of confidentiality and ensure privacy of individuals that require support and services from the Support Services Division

Preferred:

- Knowledge of law enforcement practices and procedures

EXPERIENCE

Required:

- Minimum five years of experience in an a professional office environment
- Two years of experience as an administrative assistant in a medium to large organization

Preferred:

- Working experience as executive assistant in a medium to large organization
- Experience as an administrative or executive assistant in a law enforcement agency
- Knowledge of investigative process and VPD record management systems

EDUCATION

Required:

- Completion of Grade 12 or equivalent
- Courses in administrative management from a recognized certificate, diploma, or degree program

Preferred:

- Certificate or diploma in an administrative management program

OTHER REQUIREMENTS

- Valid BC Driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

Selection Process:

- Short-listed applicant's candidates may be required to undergo a written or verbal assessment/evaluation as a part of the selection process
- Employment reference checks and an enhanced security check will be required prior to an offer employment is made

NOTE: This position is exempt from the bargaining units.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.

We thank you for your interest in the Vancouver Police Department.
Please note that only shortlisted applicants will be contacted.