



COMPETITION: #2395- 50054160

TITLE: Administrative Assistant Classification: Administrative Assistant	DEPARTMENT: Vancouver Police Department DIVISION: Vancouver Police Board
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STATUS: Regular full-time (Exempt)
HOURS OF WORK: Monday to Friday
8:00 a.m. to 4:00 p.m.
LOCATION: 2120 Cambie Street, Vancouver
SALARY: Pay Range 30 - \$29.63 to \$37.04 per hour
COMP. END DATE: Friday, August 18, 2023

Are you looking for a challenging and rewarding opportunity to contribute to a team whose focus is on serving the diverse public of Vancouver, and who values justice, equity, and inclusivity?

The Vancouver Police Board Office is looking for a permanent, full-time administrative assistant to provide superior organizational and interpersonal support to the Director of Policy and Board Administration, office staff, and board directors. The administrative assistant will have a track-record of helping to improve processes for creating, organizing, and distributing time-sensitive and often highly confidential information. The administrative assistant joins an exciting, collegial work environment, and is eligible for exceptional health benefits and a defined-benefit pension plan.

ESSENTIAL DUTIES

- Monitors the Board office budget, including monthly reconciliation of credit card payments and monthly per diem payments to Board members
- Ensures agenda minutes are posted on the Board website and that confidential information is redacted as appropriate
- Sorts incoming and outgoing mail
- Compiles and distributes documents
- Assists with travel arrangements for Board members and ensures reimbursement of travel expenses
- Maintains Board filing and archiving systems, including confidential records
- Maintains Board databases
- Assists in organizing Board events such as retreats, dinners, community meetings, and special events
- Assists in research and background information for the Board
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Ability to establish and maintain effective working relationships in a team environment
- Extensive knowledge using Word, Excel, SAP, and Outlook
- Excellent verbal and written communication skills to deal effectively and tactfully with the Board members, senior VPD and City officials, community leaders, government officials, and the public
- Strong organizational abilities with an ability to multi-task in a high volume work environment with frequent interruptions and shifting priorities
- Ability to exercise independent judgment, discretion, and maintain a high level of confidentiality
- Ability to work with limited supervision

EXPERIENCE

- Minimum three years of office experience in an administrative support role
- Past minute-taking experience

EDUCATION

Required:

- Grade 12

Preferred:

- Courses in business administration

OTHER REQUIREMENT(S)

- 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.

SELECTION PROCESS

- Short-listed applicants 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.

Applicants should submit a resume and cover letter 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.

NOTE: This position is exempt/excluded from the bargaining unit.

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

THE VANCOUVER POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER