



## FULL-TIME ADMINISTRATIVE COORDINATOR COMPETITION NO: POL-2024-05

<b>Posting Date:</b>	September 6, 2024	<b>Closing Date:</b>	September 13, 2024
<b>Department:</b>	Timmins Police Service	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	Yes	<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions
<b>Salary:</b>	\$87,612 - \$96,592 (2024)	<b>Union:</b>	Senior Officers

### Position Summary

Under the supervision of the Deputy Chief of Police, the Administrative Coordinator ensures the efficient operation of the Records Section within the Timmins Police Service.

### Duties

- Provide overall supervision, coordination and support to the Records staff, including reviewing performance standards, issuing corrective action, mentoring, and addressing employee concerns;
- Administer the Freedom of Information (FOI) responsibilities for the Timmins Police Service;
- Responsible and accountable for the planning, preparation, coordination, direction and effective supervision of the Records Management System (RMS) and CPIC system;
- Respond to requests for release of information (public, outside agencies, law enforcement);
- Liaise with senior staff to ensure efficient operation of the Records Department, including providing operational and budgetary recommendations;
- Oversee property management;
- Develop new procedures and policies as required;
- Oversee all training with respect to RMS;
- Analyze RMS and CPIC audit reports;
- Address all NICHE Help Desk inquiries;
- Foster positive employee relations and promote a productive, safe and healthy workplace environment;
- Other duties as assigned.

### Qualifications

- Two-year College Diploma in Business Administration or Human Resources **or** a combination of education and experience acceptable to the Employer;
- Three to five years related administration and supervisory experience;
- Thorough knowledge of Microsoft Office and Niche RMS;
- Experience with transcription equipment;
- Ability to work in a highly organized fashion where detail, accuracy, confidentiality and multi-tasking abilities are extremely important;
- Excellent communication skills both oral and written;
- Excellent analytical skills;
- Initiative, teamwork and co-operation;
- Must be able to pass security clearance and background check;
- Bilingualism (French and English) an asset.

### How to Apply

Please forward your application to the Human Resources Department by **4:00 pm** on the closing date of **September 13, 2024**.

Via email [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The Timmins Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve. The Timmins Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Timmins Police Service thanks all applicants, however ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED*

