



## Job Posting

### Board Administrator

South Ottawa Valley OPP Detachment Board  
(Part-Time, Fixed-Term)

#### POSITION OVERVIEW

The South Ottawa Valley OPP Detachment Board is seeking a highly organized, detail-oriented professional to serve as its Board Administrator. This position provides confidential, high-quality governance, administrative, legislative, and financial support to the Board and ensures that operations align with applicable legislation and public-sector best practices.

This role is central to effective police governance and serves as a key liaison between the Board, participating municipalities, provincial partners, and the public.

#### POSITION DETAILS

- **Employment Type:** Part-time, fixed term
- **Hours:** Up to approximately 20 hours per week; schedule varies based on Board activities and meetings
- **Term:** Aligned with the municipal Council term, with potential for renewal subject to Board approval
- **Work Arrangement:** Hybrid (remote and in-person as required)
- **Location:** South Ottawa Valley region (meeting attendance required, including evenings)
- **Compensation:** Hourly rate commensurate with experience and qualifications: \$26–\$30 per hour, 20 hours per week, fixed-term part-time position

## **KEY RESPONSIBILITIES**

### **Governance & Board Administration**

- Serve as the confidential administrative resource to the Board
- Prepare agendas and coordinate meetings in consultation with the Chair and Board members
- Record and maintain accurate meeting minutes and official records
- Coordinate meeting logistics, materials, delegations, and accessibility requirements
- Maintain governance records, policies, procedures, and Board documentation
- Support Board member appointments and onboarding processes

### **Legislative, Policy & Research Support**

- Monitor legislative and regulatory developments impacting policing and governance
- Conduct research and prepare reports, briefings, and recommendations
- Ensure Board compliance with applicable legislation and procedural requirements
- Draft correspondence and respond to inquiries from stakeholders and the public

### **Financial & Administrative Oversight**

- Monitor expenditures and support budget tracking and reporting
- Prepare draft annual budgets for Board review
- Coordinate financial reporting with municipal finance partners
- Administer payments (honoraria, expenses, training costs, etc.)

### **Coordination & Stakeholder Support**

- Coordinate training, conferences, and professional development
- Arrange travel and logistics for Board members
- Support accessibility coordination and inclusive practices
- Act as liaison with municipalities, agencies, and community stakeholders

## **QUALIFICATIONS**

### **Education & Experience**

- Post-secondary education in public administration, business administration, governance, law, political science, or related field
- Minimum 3 years' experience supporting a Board, council, committee, or senior leadership environment
- Experience in municipal or public-sector environments is an asset
- Experience in budgeting or financial administration is an asset
- Policing experience is not required (considered an asset only)

### **Knowledge & Skills**

- Strong understanding of governance processes and public-sector administration
- Ability to interpret and apply legislation (e.g., Community Safety and Policing Act, Municipal Act, MFIPPA, AODA)
- Excellent organizational, research, and analytical skills
- Strong written and verbal communication abilities
- High degree of professionalism, political acuity, and confidentiality
- Ability to manage multiple priorities and meet deadlines independently
- Proficiency in office software, virtual meeting platforms, and records systems

## **CONDITIONS OF EMPLOYMENT**

- Successful completion of a criminal record check
- Ability to maintain confidentiality and manage sensitive information
- Compliance with conflict of interest and ethical conduct standards
- Must provide own secure workspace and access to required technology if not provided by the Board

## **APPLICATION PROCESS**

Interested candidates are invited to submit:

- A cover letter
- Resume

Applications should be sent to:

[sov.oppboard@gmail.com](mailto:sov.oppboard@gmail.com)

Application Deadline:

19 June 2026

Only those selected for an interview will be contacted.

## **ADDITIONAL INFORMATION**

The successful candidate will be accountable to the full Board and will work closely with the Board Chair for operational coordination and meeting administration.

## **EQUITY, DIVERSITY & ACCESSIBILITY STATEMENT**

The South Ottawa Valley OPP Detachment Board is committed to fostering an inclusive, respectful, and equitable environment that reflects the diversity of the communities we serve. We welcome applications from individuals of all backgrounds, including Indigenous Peoples, persons with disabilities, members of racialized communities, women, and individuals of diverse gender identities and sexual orientations.

The Board is committed to fair and accessible employment practices in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request throughout the recruitment and selection process.

## **WORKING CONDITIONS**

- Office or home-office environment
- Occasional travel required
- Attendance at evening meetings required
- Work may involve competing priorities and tight timelines