



HAMILTON POLICE SERVICE BOARD

Career Opportunity:

BOARD ASSISTANT

Permanent Full-Time

Posting #: 2025-077
Job Title: Board Assistant
Organization: Hamilton Police Service Board
Location: 155 King William Street, Hamilton, ON L8R 1A7
Status: Permanent, Full-time
Salary: \$53,922.93 - \$57,094.87 (2024 rate)
Hours: Monday to Friday, starting between 09:00 to 17:00 hours, working eight hour days (40 hours per week)
Will be required to adjust hours for board meetings, special events or if the situation demands.

Posting Date: November 17th, 2025

Closing Date: December 5th, 2025

The Hamilton Police Service Board (Board) is seeking a dependable, detail-oriented Board Assistant to provide administrative support to the Board Office and Executive Director. In this full-time role, the Board Assistant will be responsible for a variety of tasks that contribute to the efficient operation of the Board. The ideal candidate will be highly organized, able to manage multiple priorities, adaptable and capable of working independently and collaboratively in a confidential and fast-paced environment. At times, this position will be required to work outside of regular hours. The Board Assistant reports directly to the Executive Director.

Responsibilities include, but are not limited to:

- Performs a broad range of administrative and operational responsibilities to support daily office functions.
- Maintains both electronic and physical filing systems, ensuring all records are organized, updated and retained in compliance with the Board's Records Retention By-law.
- Coordinates travel, accommodations, conference registrations, and prepares related expenses in a timely manner.
- Assists in the preparation, proofreading, and formatting of correspondence, reports, and official Board documents.
- Provides support in the planning, coordination and logistical set up of meetings and special events.

- Monitors and tracks Board member education, professional development and training documentation.
- Assists with maintaining and updating the Board's website.
- Conducts research and provides analytical and administrative support to the Executive Director as required.
- Maintains and replenishes office supplies.
- Ensures essential Board business is conducted in the absence of the Executive Assistant.
- Maintains continuous awareness of policing and municipal matters, departmental administrative procedures, and organizational structures in order to provide effective administrative assistance
- Perform other duties, as assigned, related to the major responsibilities of the job.

Education:

- Completion of a post-secondary diploma in legal, business, or Office Administration and/or
- Minimum three (3) years administrative experience, preferably in a municipal, police or public sector environment

Skills and Competencies:

- Ability to learn and comply with policies and procedures related to the Hamilton Police Service Board and all applicable legislated Acts and Regulations.
- Effective communication and interpersonal skills, both verbally and in writing.
- Ability to organize information and tasks efficiently, and manage multiple tasks and changing priorities to ensure deadlines are met.
- Ability to work accurately, with attention to detail.
- Proficient in a variety of software programs and desktop applications including Microsoft Office Suite (Word, Excel, Outlook).
- Able to consistently maintain a high degree of confidentiality and professionalism.
- Strong interpersonal skills to work collaboratively within a team and maintain positive working relationships.