

Administrative Assistant

Community Safety & Development

REPORTS TO:	DIRECTOR OF COMMUNITY SAFETY & DEVELOPMENT
DEPARTMENT:	COMMUNITY SAFETY & DEVELOPMENT
SECTION:	N/A
LAST UPDATED:	MAY 2026
DIRECT REPORTS:	N/A

Position Summary

The Administrative Assistant – Community Safety & Development primarily supports the Airport and Protective Services divisions and the Director of Community Safety & Development to ensure the effective and efficient operation of the department. This role is the first point of contact for the department and is responsible for coordinating administrative processes, answering telephones, processing incoming and outgoing correspondence, supporting management and staff with scheduling, documentation, and records management, and ensuring consistency with established procedures and processes.

The position may provide administrative support to the Director, including calendar coordination and document preparation; however, the role does not perform exempt, confidential, or decision-making executive support functions.

This position works as a team with other Administrative Assistants, providing support & coverage within the same department, and also collaborates with Administrative Assistants in other departments to ensure consistency, information sharing, and opportunities for efficiency.

Responsibilities

Administrative Support

1. Provide day-to-day administrative support to management and staff
2. Coordinate and schedule meetings, including booking rooms, arranging virtual meetings, and preparing materials
3. Prepare meeting agendas, record and distribute minutes, and track follow-up action items
4. Draft, format, proofread, and distribute correspondence, reports, and presentations
5. Receive and respond to routine inquiries from internal staff and the public, referring complex matters as appropriate

Procedure & Process Coordination

6. Ensure standard administrative processes are followed consistently (e.g., purchase requisitions, expense claims, attendance records, and basic HR or finance forms)
7. Track deadlines, approvals, and documentation related to departmental or division activities

Administrative Assistant

Community Safety & Development

8. Maintain organized electronic and physical filing systems in accordance with records management policies, following guidance from Legislative Services to ensure consistency and compliance.
9. Assist with onboarding and offboarding processes for new employees in the department (e.g., workspace setup, access requests, forms coordination in collaboration with HR)

Financial & Data Support (Non-Exempt)

10. Assist with basic financial administration such as invoice coding, purchase orders, tracking expenditures & credit card statements, and reconciling records within established guidelines
11. Maintain spreadsheets, databases, and tracking tools related to department or division operations
12. Compile routine reports and statistics for management review

Director and Management Support

13. Provide administrative assistance to Director and Management as assigned, such as scheduling meetings, preparing standard correspondence, and organizing materials
14. Coordinate travel arrangements and meeting logistics, where applicable
15. This role does not handle confidential labour relations, exempt HR matters, or sensitive executive-level information

General Duties

16. Support department events, training sessions, and committee meetings as required
17. Act as a backup to other administrative and clerical staff during absences
18. Perform other related duties consistent with the scope and classification of the position

Qualifications

- Completion of a post-secondary diploma in Office Administration, Business Administration, or a related field
- Minimum of 2 years of progressively responsible administrative experience, preferably in a public sector or unionized environment
- Experience supporting management teams and working within established policies and procedures
- Strong organizational and time-management skills with the ability to manage multiple priorities

Administrative Assistant

Community Safety & Development

- Proficiency with MS365 and Office Suite, and ability to perform general administrative tasks.
- Ability to prepare agenda, schedule meetings, take accurate meeting minutes and prepare professional documentation
- Strong interpersonal and communication skills with the ability to work collaboratively in a team environment
- Attention to detail and accuracy in records and documentation
- Ability to exercise discretion and professionalism while working within non-confidential boundaries
- Good verbal and written communication skills with the ability to carry out accurate record keeping
- Work outdoors in a variety of weather conditions if required.
- Must exercise constant care to ensure safe work practices