



Executive Director – Windsor Police Service Board

The Windsor Police Service Board is seeking candidates for the position of Executive Director. The Executive Director provides strategic governance support to the Board and ensures that Board operations are in compliance with statutes governing the Board and its responsibilities. The Board is committed to selecting the best available candidate and is interested in candidates possessing a combination of formal education and related job experience.

Education and Experience

- Relevant post-graduate education with seven to ten years of progressive senior leadership experience related to the public sector, ideally within public safety and community well-being.
- Strong knowledge of applicable legislation, regulations, standards, and public accountability principles.
- Good understanding of effective board governance models and practices and their relevance to policing and public safety sectors.
- Experience working in collaboration with senior leadership.

Skills, Abilities, and Work Demands

- Excellent judgment, strategic thinking, analytical skills.
- Exceptional time management skills, with a demonstrated ability to multitask, adjust priorities, and work in a fast-paced and demanding environment.
- Superior advisory, research, report writing and editing skills in the English language and the ability to produce concise, high-quality correspondence, reports, presentations, proposals, etc. using Word, PowerPoint, Adobe, and Excel.
- Capacity for strong attention to detail to ensure accuracy, professional appearance, and completeness of documents.
- Ability to maintain a high degree of confidentiality and discretion in dealing with sensitive or confidential information.

- Strong interpersonal and public relations skills to enable tactful, diplomatic, and professional interaction with members of the Windsor Police, government officials, and the public.
- Demonstrated ability as a self-motivated individual who can work under minimal supervision.
- Demonstrated independent judgment in the planning, prioritization, and execution of complex projects and new initiatives.
- Ability to acquire an in-depth knowledge of legislation governing policing and an ability to read, analyze, and interpret reports, directives, and legislation impacting the Board and the police service.
- Strong organizational and record-keeping skills.
- Ability to coordinate logistical aspects of meetings and special events.
- Proficiency in recording and producing minutes of proceedings and official correspondence without direction or review.
- Required to obtain and maintain a satisfactory police record check and background check suitable for working in a police environment.

Job Summary

Under the general supervision of the Chair of the Windsor Police Service Board, the Executive Director will ensure the Board has the information, strategic advice, and administrative support necessary to govern the Windsor Police Service effectively, transparently, and accountably.

The successful candidate will be required to acquire an in-depth knowledge of the following: the Community Safety and Policing Act and associated regulations, as amended; federal and provincial legislation applicable to police service boards; and standards for police governance as issued by the Ministry of the Solicitor General.

Duties and Responsibilities

- Act as Board's strategic governance advisor and ensure that the Board Chair is kept informed of urgent issues.
- In consultation with the Board Chair, prepare all agendas for Board meetings based on correspondence received, scheduled reports, and current issues, and disseminate as required.
- Record and transcribe minutes of all Board meetings, taking care to capture discussion and decisions accurately and in keeping with legislated requirements.
- Schedule and coordinate regular and special meetings, including Board committee meetings and meetings held via virtual platforms. Arrange meeting venue or refreshments as required. Coordinate delegations wishing to address the Board in accordance with the Board Rules of Procedure By-Law.
- Post the public meeting agendas, reports, and approved minutes to the Board web page on the police service website in accordance with the Board Rules of

Procedure By-Law. Maintain general information on the Board webpage and update as necessary.

- Maintain electronic and paper records in relation to Board agendas and minutes in accordance with Board policy. Archive agenda packages to electronic files by yearly indices.
- Conduct telephone or e-mail polls as required to address routine time-sensitive matters requiring approval by way of Board motion and ensure that a confirming resolution is passed at the next regular meeting.
- Monitor Board obligations and request or provide mandatory reports as per legislation or Board policy. Research and prepare reports on topics as directed by the Chair and/or Board motion and on topics that may affect Board business.
- Act as liaison with the Chief of Police and senior leadership team in obtaining reports in relation to grant agreements, legislated reports, or reports required by Board policy or Board motion.
- Fulfil the requirements of the Protocol for the Sharing of Information between the Board and the City of Windsor.
- Maintain the Board Policy Manual and review for revisions as required. Draft or revise Board policies as required.
- Handle incoming correspondence for the Board in accordance with Board policy. Respond directly to routine matters and prepare responses for approval of the Chair as required. Compose correspondence on the Board's behalf, including letters to employees, government agencies, associations, and the public.
- Maintain and purge Board records in accordance with its Municipal Freedom of Information and Protection of Privacy Act and Records Management By-Law.
- Facilitate the orientation and swearing-in of new Board members. Maintain a current orientation binder for new members.
- Maintain files on all Board members, including dates of appointment, and ensure timely follow up with the Government of Ontario and the City of Windsor regarding member appointments and reappointments.
- Monitor Board expenses so as to remain within budget and to prepare an accurate forecast for the following year in consultation with the Board Chair. Monitor budget cost centres for the Board and notify the Board Chair if unanticipated expenses arise.
- Register Board members for conferences and seminars and arrange accommodation and/or travel as required. Arrange for payment of annual memberships in approved associations.
- Participate in required seminars, training, or courses to ensure effective support to the Board. Attend meetings and conferences of Police Governance Ontario and Canadian Association of Police Governance on behalf of the Board as required. Travel may be required from time to time.
- Assist the Board committee assigned to collective bargaining as required; incorporate negotiated changes in collective agreements; and arrange for

signature and distribution of finalized collective agreements. Maintain current and archived collective agreements and ensure transmission of new agreements to members, the Ontario Association of Police Service Boards, and the Ministry of Labour. Ensure that the annual civilian seniority list is provided to the Association as required by the relevant collective agreement.

- Respond to media enquiries by providing information, referring the enquiry to another appropriate source, or arranging an interview with the Board Chair.
- Respond to general enquiries from municipal, provincial, or federal government representatives; other police services boards; the Ontario Association of Police Service Boards; and the Canadian Association of Police Governance.
- Answer general enquiries from the public and the media with respect to provincial legislation governing the Board, Board policies, and Board decisions. Relay enquiries as required to the Board Chair. Check telephone messages and e-mail remotely from time to time when not in the office and action any item that is urgent.
- Liaise with various unit heads within the police service as required with respect to administrative matters and the implementation of Board policy.
- Assist the Board with strategic planning and annual reports in accordance with legislation.
- Ensure that all equipment used for Board work is maintained in good working condition.

Rate of Pay: \$130,000 - \$160,000 annually

How to Apply: An online application is available at the City of Windsor career website at www.CityWindsorCareers.ca and the application must be completed and submitted by no later than **Friday, May 22, 2026 at 4:30 p.m.** If assistance is required to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.

We thank all those who express an interest, however only those chosen for further development will be contacted.

Diversity, Equity, and Inclusion

- Windsor Police Service is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Windsor Police Service Board throughout the recruitment, selection and/or assessment process to applicants with disabilities.