

- This position specifically supports leadership within the Field Services Division and has primary duties of:
    - Primary responsibility will be assisting the Deputy Director in calendar management and other administrative needs
  - Secondary responsibility will be assisting four Assistant Division Directors (ADDs) with calendar management and other admin needs
    - Scheduling meetings, creating agendas and taking notes.
    - Organizing meetings of the Labor Management Committee.
    - Drafting and editing field policies, procedures, correspondence and presentations under the direction and guidance of the DD or ADDs.
    - Facilitating hiring processes by entering requisitions, scheduling candidate interviews and completing required Human Resources paperwork.
    - Monitoring the division budget.
- This position does not have supervisory duties.