



Deputy Chief – Administration

Career Opportunity | Cobourg Police Service

POSTING OPENS AUGUST 5, 2026 • APPLICATIONS CLOSE AUGUST 19, 2026

The Cobourg Police Service is seeking an accomplished, active-duty police leader with strong business acumen to serve as Deputy Chief – Administration. Reporting directly to the Chief of Police, this senior position provides Service-wide leadership and holds senior accountability for human resources, finance, the Business Services Unit, the V13 Policetech Accelerator, and executive oversight of the Criminal Investigations Bureau.

This is an opportunity for a forward-looking police executive to combine public-service leadership with the discipline, insight, and innovation of an experienced business leader.

The Opportunity

The Business Services Unit (BSU) is a criminal record check business that manages multimillion-dollar revenue and plays a significant role within the Service. The successful candidate will provide focused oversight, attention and support to the Business Services Unit. Objective is to strengthen performance, financial stewardship, service delivery and responsible growth.

The Deputy Chief will also provide executive oversight of the Service's Criminal Investigations Bureau, supporting investigative governance, organizational performance, and collaboration across operational and administrative functions.

In addition, the Deputy Chief will also provide executive oversight of the Service's human resources and budget functions, contribute to strategic and organizational leadership, attend Police Service Board and senior leadership meetings, and act as Chief of Police during the Chief's absence. They will also provide leadership of the V13 Policetech Accelerator.

Key Accountabilities

- Provide strategic advice and executive support to the Chief of Police.
- Lead the Business Services Unit, including stewardship of its multimillion-dollar revenue and oversight of its criminal record check business.
- Provide executive oversight of the Criminal Investigations Bureau, supporting investigative leadership, organizational accountability, and effective coordination across the Service.
- Provide executive accountability for human resources, budgeting, financial management, and business administration.

- Lead and develop managers and teams while fostering performance, accountability, collaboration and continuous improvement.
- Contribute to Service-wide strategic planning, governance, and organizational culture.
- Represent the assigned portfolio at Police Service Board and senior leadership meetings.
- Act as Chief of Police during the Chief's absence.
- Provide strategic leadership and oversight of the V13 Policetech Accelerator.

The Ideal Candidate

- Is an active-duty sworn police officer serving at the commissioned or senior officer level.
- Brings an essential background in business and demonstrated strength in financial and organizational leadership.
- Has experience providing executive leadership or oversight of investigative functions in addition to strong administrative leadership.
- Has proven success leading and developing programs and teams, including providing leadership through managers.
- Offers progressive senior police leadership experience and the judgement, credibility, and executive presence required for broad Service-wide responsibility.
- Has demonstrated experience with budgets, financial oversight, strategic planning, risk management, and performance accountability.
- Communicates effectively and builds trusted relationships with boards, senior colleagues, employees, and community partners.
- Demonstrates integrity, sound judgement, political acuity, and a commitment to accountable, inclusive public service.

Education

Post-secondary education and relevant executive or advanced police leadership development are expected. An MBA, or a master's degree in economics, finance, or a related discipline, will be considered a strong asset. Equivalent combinations of relevant education, professional development, and senior leadership experience may be considered.

How to Apply

Qualified candidates are invited to submit a cover letter and resume by August 19, 2026, to:

Sarah Ruffolo

sarah.ruffolo@cobourgpsb.com

Applications should clearly demonstrate how the candidate's police leadership, business background, and experience leading teams align with the requirements of this position.

The Cobourg Police Service is committed to an inclusive and accessible recruitment process. Accommodation is available upon request throughout the selection process. We thank all applicants for their interest; only those selected for further consideration will be contacted.