



SARNIA POLICE SERVICE JOB POSTING # SOA-2026-1 – EXTERNAL

POSTING DATE:	March 19th, 2026
POSITION:	Director, Corporate Services
CLASSIFICATION:	Senior Officers Association, Level 10 (\$125,707-\$147,890)
TYPE:	Permanent
WORK LOCATION:	Headquarters
REPORTS TO:	Chief of Police, or designate
ANTICIPATED START DATE:	May 2026

Purpose

The Sarnia Police Service has identified the need for a full-time Director of Corporate Services to fill an existing vacancy.

The Director of Corporate Services is a contributing member of the senior leadership team, assisting with accomplishing the goals and directions of the Service. Efforts are principally concentrated on the efficient and effective management of the corporate services division including budgets, payroll, fleet, facilities and maintenance.

The Director keeps informed of accepted accounting standards and related legislation and provides sound advice and guidance to the Chief of Police regarding financial matters. The Director builds and maintains relationships with the senior management team, staff and the Police Services Board for the effective operation of the department.

The Director has the freedom to delegate specific responsibilities to staff members, together with the necessary authority for their fulfillment, but may neither delegate nor relinquish overall responsibility for results.

Key Accountabilities

- Manage employee performance and contribute to various staffing decisions and recommendations relating to employee hiring, succession planning, termination and discipline. Assess unit requirements on an ongoing basis to effectively assign and prioritize work tasks.
- Manage, approve and utilize financial, human and material resources. Contribute to financial resource planning, allocation and budget processes.
- Proactively monitor and identify intended and unplanned impacts. Manage information and coordinate services with external vendors and municipal partners.
- Provide information, responses and recommendations pertaining to grievances, collective bargaining and labour relations related activities. Contribute to HR related initiatives including

training, hiring panels, absence management and workplace investigations. Maintain confidential organizational and employee information.

- Attend and contribute to Police Service Board meetings and respond to requests for information as required. Provide materials, reports and presentations to the Board as necessary.
- Identify, communicate and proactively escalate information to the leadership team to support organizational goals and desired outcomes.

Key Activities

- Manage the financial and accounting operations of the Service working within legislative framework and in compliance with generally accepted accounting principles.
 - Develop, implement and monitor effective procedures, policies and financial controls designed to ensure accountability while managing risks for the organization.
 - Authorize payroll, accounts payable, accounts receivable and petty cash transactions.
 - Prepare and request general ledger adjustments to City Finance Department and maintain all financial records.
 - Perform reconciliation of general ledger ensuring accuracy of entries; forecast and calculate financial impact of negotiated salary changes and develop financial plans reflecting the impact from collective agreement changes.
 - Calculate and complete required financial reports for various government agencies and grant programs.
- Plan, prepare and co-ordinate the development of the annual Sarnia Police Services budget including initiating the annual budget process, collecting, reviewing and incorporating submissions from other divisions.
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- Manage the fleet acquisition and maintenance program including researching, developing specifications and plans for vehicle replacements and presenting to Chief and senior management.
 - Prepare purchase requisitions and order vehicles ensuring appropriate approvals are in place.
 - Draft and issue directives regarding the operation, care and maintenance of service vehicles, arrange and monitor repairs and maintenance on vehicles ensuring appropriate records are maintained.
 - Oversee the maintenance of inventories for gasoline and issue gas credit cards as required.
- Responsible for the overall maintenance of the Police Service building(s).
 - Arrange for tenders and contract specifications and oversee renovations, maintenance and repairs to facility.
 - Purchase and monitor inventory of building materials, equipment and supplies required by maintenance and janitorial staff.
- Identify department staffing requirements and supervise staff including managing performance through mentoring, coaching and discipline, recruitment and selection, training of staff ensuring effective utilization of human resources in the Department.
- As required, Co-Chair the Occupational health & Safety Committee, participate on various other committees as directed by the Chief and represent the Chief and Service at various meetings.
- Perform other related duties as required and assigned.

Minimum Qualifications

- Three (3) year university degree in Business/Accounting/Commerce and possess a recognized accounting designation (CA, CGA, CMA), plus five (5) to seven (7) years related work experience in corporate financial management and analysis, preferably in the public sector, or equivalent combination of education/training and experience.

Working Conditions

The position is routinely limited to sitting and intermittent walking, keyboarding and mousing, with otherwise minimal physical effort and stressors.

This position works a regular thirty-five (35) hour week, Monday to Friday, day shift. Hours may be required occasionally outside of the regular shift to accommodate special events and activities.

Application Process

Qualified candidates are requested to submit their complete application package (*one-page cover letter, resume, along with the Civilian Application Form and Consent and Release of Liability waiver*) via email to SPSCareers@police.sarnia.on.ca no later than **4:00 PM** on **Saturday, April 18th, 2026**. Please combine/scan all application documents in PDF format as one file. Please include the job posting number and job title in the subject line of your email submission.

Only those selected for an interview will be contacted.



Sarnia Police Service Civilian Application Form

GUIDELINES FOR COMPLETION

Carefully review and follow application instructions issued with this application form. If additional space is required for any answer, attach an Appendix to your application.

I. Personal Information

Surname:	Given Name (1):	Given Name (2):
Address:		
City/Town:	Province:	Postal Code:
Phone Number (Day):	Phone Number (Evening/Home):	
Email:		

	Yes	No
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Canadian citizen or a permanent resident of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid driver's licence that permits you to drive an automobile in Ontario with full driving privileges <u>and</u> do you have six (6) or few demerit points?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any criminal offence for which a pardon has not been granted or issues? (<i>This means any fine, period of imprisonment, or period of probation offered by the court</i>)	<input type="checkbox"/>	<input type="checkbox"/>
If you were previously convicted under a Federal statute, have you been granted or issues a pardon, or in the event of a discharge related to a finding of guilt, have the records been sealed by the RCMP?	N/A <input type="checkbox"/>	<input type="checkbox"/>

II. Education

Secondary School Attended:	Highest Grade/Level Completed:
Type of Certificate or Diploma Obtained (if applicable, attached equivalency certificate):	

Business, Trade, or Technical School Attended:	
Course Name:	Length of Course:
Licence, Certificate or Diploma Awarded:	

Community College Attended:	
Program Name:	Length of Program:
Licence, Certificate or Diploma Awarded:	

University Attended:		
Major Area of Study:	Length of Course:	
Degree Awarded:	General:	Honours:

Other relevant courses, workshops, seminars, training, licenses, certificates, or degrees:
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IV. Relevant Information

List any qualifications you have which you believe are relevant to this position:

Have you ever applied to any other police service? Yes No

If yes, please complete the following:

Name of Service:	Date of Application:	If your application currently active?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

V. Declaration

I, _____ (*print name*), hereby declare that the foregoing information is true and complete, to the best of my knowledge. Further, I understand that a false statement may disqualify me from further consideration for employment or result in dismissal, should I be appointed as an employee of the Sarnia Police Service. It is understood and accepted that I am involved in a competition process and that I may be declined at any stage of the process without explanation.

Signature:	Date:
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Sarnia Police Service

Civilian Employment Consent and Release of Liability Form

Last Name (please print) 3rd, 6th & 9th digits of SIN

Please read the following form carefully.

The purposes of parts A and B of this form are to authorize police services and other individuals and entities noted below to collect, to use and to disclose personal information about you for the purpose of assessing your abilities to be a civilian employee of the Sarnia Police Service, and for related research, information and statistical tracking.

The purpose of part C of this form is to release any of the individuals or entities named on this form from liability that might arise as a result of the collection, use or disclosure of your personal information in accordance with parts A and B.

A. CONSENT/ASSESSMENT

I hereby authorize any police service in Ontario to which I have submitted an application to be hired as a civilian employee, to request and obtain personal information about me as described below from any or all of the following individuals or entities:

- the Ontario Ministry of Transportation, which maintains driving records of Ontario residents;
- any other Ontario police service or law enforcement agency, which may hold personal information about me;
- the Canadian Police Information Centre, which is owned by the RCMP, and which maintains a computerized system to provide law enforcement agencies with information on individuals with criminal records;
- any health care practitioner (including doctors, nurses, psychologists and their agents) who has provided me with health care treatment, either as part of this Civilian employee selection process or otherwise;
- any previous employer who may hold personal information about me;
- any consumer reporting agency, which maintains credit or other personal information about a consumer;
- any educational institution in which I have been, or am currently, enrolled and which has information about me, including my grade or performance results; and,

I further hereby authorize any of the above-noted individuals or entities to collect or use personal information about me as described above, and to disclose such personal information to a requesting police service as part of this Civilian Employee Selection System.

I further acknowledge that any of the above-noted individuals or entities may disclose to the requesting police service to which I have submitted an application any or all of the following records, including any parts of the following records:

- academic records and transcripts;
- employment records (Police Service and other), including performance evaluation / reviews, discipline, complaint and attendance information;
- police records and history of law involvement, including criminal and provincial reports and convictions, and intelligence information;
- police service applications;
- medical information;
- background and security checks (including CPIC, NCIC, Interpol, etc.); financial information, including credit bureau check;
- driving record;
- physical, psychological, visual, aptitude and other employment-related tests, including but not limited to MMPI-2 -questions, answers and scores, and the interview notes, summaries,
- opinions, assessments and evaluations of psychologists; applicant survey information;
- training record; and
- social networking websites, blogs, chat rooms, email or other online content.

B. CONSENT/RESEARCH

I understand that personal information about me may be required occasionally for research purposes, and in particular for documenting findings and trends, and for reviewing the validity and reliability of the Sarnia Police Civilian Employee Selection System. I hereby consent to any of the personal information collected about me, pursuant to this form or at any point while I am being trained to be a civilian employee, to be used and to be disclosed to a researcher or to an entity listed in Part A of this form for these purposes. I understand that in providing this consent no personal information that identifies me shall ever be published in a publication that is available to the general public.

C. RELEASE OF LIABILITY

By signing this form, I agree that in consideration for applying to be a civilian employee pursuant to this Civilian Employee Selection System, I hereby release and forever discharge all of the individuals, entities, and classes of individuals and entities referred to on this form, and their agents, licensees, employees, directors, officers, and subcontractors, including but not limited to Her Majesty the Queen in Right of Ontario, the OACP, any Ontario police services board, and their respective agents, licensees, employees, directors, officers, and subcontractors, from any and all actions, causes of action, claims, demands, and remedies, for any and all damages, losses, injuries and expenses of any nature or kind howsoever arising, which hereafter may be sustained by me in connection with the collection, use, and disclosure of information about me in accordance with the consents provided by me in this form, and from the use or reliance upon information about me obtained in accordance with these consents.

And I further agree that this Release of Liability shall apply to and be binding on my heirs, administrators, executors, and assigns and each of them.

I have read both pages of this Consent and Release of Liability Form, and by signing below, I certify that I understand its content, agree to its terms, and am at least eighteen (18) years of age.

Candidate's Name (Please Print)

Name of Witness (Please Print)

Candidate's Signature

Signature of Witness

Date Signed

Personal information about the candidate that is obtained through the Sarnia Police Service Civilian Employment Selection process is collected under the authority of section 43 of the Police Services Act. Questions concerning the collection, use or disclosure of this information or concerning the Release of Liability should be addressed to: Information and Privacy Co-ordinator, 555 N. Christina St. Sarnia, Ontario N7T 7X6