

TOWNSHIP OF McNAB/BRAESIDE

TOWNSHIP OF McNAB/BRAESIDE Job Description	Job Title:	<i>Page #</i>
	Fire Department Administrative Assistant	
Location: Municipal Building	<i>Reports To:</i>	<i>Revision date:</i>
Department: Fire	Fire Chief	<i>Salary grid:</i>

POSITION SUMMARY AND SCOPE:

Reporting to the Fire Chief, the Administrative Assistant provides high level office management support for the Fire Department including administration, financial management and record keeping related to emergency response, training, fire prevention and public education activities and events. The Administrative Assistant is the primary public contact for the department; responding to general information requests and coordinating department activities.

DUTIES AND RESPONSIBILITIES:

1. Provides administrative support to the Fire Chief.
2. Prepare, collate and process various forms, documents, letters and reports, etc.
3. Prepares letters, memorandums, formats documents and reports with efficient English.
4. Sets priorities and adheres to deadlines,
5. Prepare material, agenda and takes minutes of meetings.
6. Reads and responds to mail, email, faxes and messages for the department under the guidance or direction of the Fire Chief.
7. Prepares mail for dispatch by checking for completeness (e.g. signatures, enclosures, proper addresses).
8. Prepares routine correspondence from brief verbal or written instructions.
9. Maintains updated address/e-mail/telephone/fax lists for staff/contract employees/Consultants and managers.
10. Tracks overdue documents and informs Fire Chief and Treasurer of any overdue occurrences.
11. Liaises on a day-to-day basis with the Municipal Office to provide services/co-ordination/communication for staff and various committee/advisory group members (i.e. Staff and management meetings).

12. Oversees all HR related documents for the department.
13. Assists with the purchasing needs of the department by issuing requests/tenders for goods and services, advising staff of proper procedures, and completing required documentation, both written and electronic. Ensures purchase orders/requisitions are issued when purchases are being made, and verifies the invoices on arrival.
14. Makes appointments, arranges travel and hotel accommodations for department staff, preparing travel authorization and expense forms and maintains the office calendar and software.
15. Collects incident data from personnel and Who's Responding system.
16. Ensures electronic reports are filed with the Office of the Fire Marshal on a scheduled basis.
17. Collects and analyzes data in preparation for council reports.
18. Maintains the departments filing system.
19. Receives visitors/clients, answers routine inquiries and directs to appropriate staff.
20. Answers department phone inquiries, taking messages or directing callers to alternate staff and maintains a personal voicemail account.
21. Attends training sessions and occasional out-of-town/evening meetings.
22. Receives, investigates, responds, records, and replies to all complaints or requests in relation to the Fire Department as part of departmental maintenance.
23. Other Fire related duties as assigned.

EDUCATIONAL REQUIREMENTS:

- Minimum Grade 12 education/diploma or equivalent.
- Post secondary education in administration, or equivalent experience.
- Working knowledge of the *Fire Prevention and Protection Act*, the *Fire Code* and other applicable Federal and Provincial Laws as they relate to Fire and Emergency Services is an asset.
- Basic understanding of Human Resource legislation and practices is an asset.

SKILLS AND COMPETENCIES:

- Excellent interpersonal and customer service skills. Ability to deal courteously with the public, co-workers, Fire Officers and volunteers and external contacts at all times.
- Ability to relay/receive information in an understandable and helpful manner as well as maintain composure when dealing with complaints.

- Proficiency in use of computer systems and software including Microsoft Word, Excel, PowerPoint, Outlook, web-based software (GIS) and data management software.
- Excellent Record Taking and Report Writing skills
- Working knowledge and proficiency in administrative and clerical office procedures; data entry, typing and use of office equipment.
- Ability to follow written and verbal directions and procedures. Ability to identify and complete related tasks and seek direction only when required.
- Ability to focus in an office environment with frequent interruptions and prioritize work so that duties are completed in a timely manner within deadlines.
- Ability to accurately input data, with knowledge of departmental breakdowns and project details for coding verification.
- Ability to convey information clearly in both spoken and written word.
- Team Player – able to mentor and support other members of the department.

Experience:

Two years (2) years related experience in an administrative position or similar office environment.

Working Relationships:

Internal:

- Daily contact with Fire Chief, and other office staff.
- Regular contact with all Fire Officers and Volunteers, Fire Training & Fire Prevention Officer.

External:

- Daily contact with members of the public contacting the Township in person or by phone or by email to obtain information or permits.
- Regular contact with vendors and suppliers.
- Contact with Fire Associations, Fire Marshal's Office, Emergency Management Ontario, colleagues in other municipalities, other external agencies, municipalities or associations on an as required basis to exchange or share information.

SUPERVISION:

- This position works in an office environment with direct supervision by the Fire Chief.
- Position does not have supervisory responsibility for department members and works as part of the Fire Department team including Fire Chief, Fire Officers, Training Officer and Volunteer Fire Fighters.

This is a temporary, 25 hours per week position