



**Fire Department Administrative Assistant  
Part Time/Temporary (25 hours per week)**

**Position Summary:**

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.

**Qualifications:**

- 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.
- Excellent interpersonal and customer service skills.
- 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.

The Township offers a competitive compensation package based on qualifications and experience. This temporary position is based on a 25-hour work week.

A complete position description is available by visiting the municipal website at [www.mcnabbraeside.com](http://www.mcnabbraeside.com)

Interested and qualified candidates are requested to submit a cover letter and resume quoting "Fire Department Administrative Assistant", **no later than 2:00 p.m. on Thursday, December 12, 2024** to:

Lindsey Lee, CAO/Clerk  
2473 Russett Drive, Arnprior, ON K7S 3G8  
[llee@mcnabbraeside.com](mailto:llee@mcnabbraeside.com)

*We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information collected is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act, and shall only be used for candidate selection purposes and determining illegibility for employment.*