

COMPETITION #2018-U12

ADMINISTRATIVE ASSISTANT
Fire Department**Temporary, Full-Time Union Position**
(One-Year Term: approx. January 2019 to February 2020)

Salary: \$26.68/hr

1. FUNCTION

Under the direction of the Fire Chief, the Administrative Assistant is responsible for administrative duties in the Fire Department. This customer service position requires knowledge of computerized systems and strong secretarial, organizational, interpersonal and communication skills. This position requires the ability to work effectively and professionally with minimal supervision. Sound knowledge of bylaws, policies and procedures related to the Fire Department and emergency planning is required.

2. TYPICAL DUTIES

- a) Provide front line customer service at the Fire Department, i.e. responding to public inquiries.
- b) Prepare and proof correspondence, reports, etc., and provide other administrative support for the Fire Chief and the Fire Department; and participate in departmental projects, meetings and budget preparation.
- c) Update and maintain the Flexible Data Management (FDM) program. This includes timely and accurate data entry of response calls, fire inspection reports, training records, etc.
- d) Process and track permits for oil burning equipment, fireworks, etc.
- e) Coordinate requests for services for smoke detector installation, child seat installations, community presentations, etc.
- f) Coordinate requests for booking of the Fire Hall for internal and external agencies.
- g) Assist with organizing and tracking the Town's Emergency Planning Program. This includes preparing agendas and minutes of the Town's Emergency Planning Committee and maintaining inventory, training schedules, etc. for the Town's Emergency Operations Centre (EOC).
- h) Attend the EOC during the event of an emergency and operate communications from a mobile command post.
- i) During normal hours of work, serves as alarm room radio dispatcher during an emergency call.

- j) Liaise with external agencies, including other Fire Departments, RCMP, Emergency Management BC, the Office of the Fire Commissioner, etc.
- k) Update and maintain the Fire Department's website and social media account(s).
- l) Provide administrative support to the Peninsula Emergency Measures Organization (PEMO), as required and directed by the Fire Chief.
- m) Provide administrative support to the Volunteer Firefighter's Association, as required and directed by the Fire Chief.
- n) Maintain the Fire Department's stationary supplies, obtaining quotes for office goods and other departmental needs.
- o) Perform other related duties as assigned by the Fire Chief.

3. REQUIRED KNOWLEDGE, TRAINING AND EXPERIENCE

- a) Knowledge of Business English and standard office practices and procedures, including records management practices.
- b) Knowledge of the bylaws, policies and procedures related to the operations of the Fire Department and emergency planning.
- c) Ability to organize and establish priorities, work under pressure, and work with minimal supervision.
- d) Proficient in operating a networked PC and various software programs, including Microsoft Office Suite (i.e. Outlook, Word, Excel, etc.), database and mapping systems, and ability to learn new computer applications.
- e) Typing / word processing speed of at least 60 w.p.m. and ability to operate standard office equipment.
- f) Ability to deal effectively and professionally with all public inquires, including in person, over the phone and email correspondence.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12, supplemented by an Office Administration Certificate or other related courses, or an equivalent combination of education and experience.
- b) Training in the field of public safety and emergency management.
- c) Minimum 3 years related experience as an Administrative Assistant, preferably in a municipal environment.

SUBMIT TO: Administration Department

CLOSING DATE: 4:00pm, Monday, December 17, 2018