

Fire Department Administrative Assistant

Permanent, Full-Time Position – Reports to the Fire Chief
35 hours per week (some evening and weekend work may be required)

Nature of work:

Reporting to the Fire Chief, the Administrative Assistant provides front-office reception, including preparation of reports and procedures, records management, and coordination of meetings and public education initiatives. This position requires strong organizational skills, the ability to work well under pressure and perform a wide range of administrative assignments and complex clerical work in support of department operations.

Responsibilities:

- Assist in the preparation, writing and maintenance of Standard Operational Guidelines, Fire Department programs, procedures, forms, letters and agreements
- Assist in the preparation of Council, internal and external reports
- Manage scheduling of meetings, inspections and conferences for the Fire Chief and Deputy Chief
- Maintain the records management system and data entry for the department including personnel records, training records, fire inspections, fire permits and fire calls
- Respond to inquires from Staff, other departments, outside agencies and the public
- Assist with non-emergency calls from members of the public
- Provide information on fire burning regulations and issue appropriate fire permits
- Purchase and maintain department supplies
- Prepare and distribute meeting agendas and minutes
- Attend Fire Officer meetings and other Fire Department Committee meetings as required
- Assist and support recruitment and new hires process for Paid-On-Call Firefighters
- Assist and support the development, delivery, and maintenance of a variety of fire prevention, and public education sessions, including but not limited to:
 - FireSmart
 - Fire and Life Safety educational programs for youth, adult and seniors
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Understanding of the operational requirements of a fire department in a rural setting
- Excellent communication (verbal and written), interpersonal and customer service skills
- Exceptional ability to develop and maintain effective working relationships
- Ability to concisely organize data for analysis or identification of standards and/or requirements
- Ability to prepare agendas, minutes, correspondence/reports, and research a variety of topics
- Ability to work both independently and as part of a team
- Ability to deal with challenging situations in a calm and competent manner
- Ability to act with tact, diplomacy and discretion with a high degree of confidentiality
- Ability to maintain current knowledge and skills through continuous learning.

Health & Safety

As per the Village's commitment to the physical and psychological health and safety of its employees, the Fire Department Administrative Assistant must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in workplace incident investigations and workplace inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Awareness of the following safety considerations identified for this position:
 - Lifting awkward loads
 - Dealing with difficult customers
 - Extension of regular work hours during peak operations
 - Operating company vehicles
 - Working alone
 - Computer workstation ergonomics

Qualifications:

- Grade 12, with related post-secondary education an asset
- 2-3 years working in an administrative role
- Experience working in a Volunteer Fire Department preferred
- Proficiency in Microsoft Office and records management software, such as Fire Pro
- Valid BC Class 5 Driver's License and satisfactory Drivers Abstract
- Knowledge of Local Government Operations an asset.