

Fire Department Administrative Assistant

Location: Fire Hall, Pemberton
Full-time, Permanent position

Summary:

Supporting the Pemberton Fire Rescue department and reporting to the Fire Chief, this role provides a variety of services to the team including preparation of reports and procedures, records management, and coordination of meetings and public education initiatives. We're looking for a self-starter who enjoys working in a dynamic environment but also has a passion for the Pemberton community.

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
- Schedule 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 inquiries 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 hire process for Paid-On-Call Firefighters
- Liaise with Paid-On-Call Firefighters for scheduling and payroll purposes
- Submit payroll records to Finance for processing
- Process expenses, creating purchase orders and submitting invoices and receipts
- Coordinate the Fire Department health & safety committee
- 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
- Other duties as assigned

Skills and Experience:

- Previous experience in an administrative position
- Experienced user of Microsoft Office products, specifically Microsoft Excel
- Excellent communication, interpersonal and customer service skills
- Ability to act with tact, diplomacy and discretion with a high degree of confidentiality

- Able to develop and maintain effective working relationships
- Comfortable presenting and organizing data for analysis
- Ability to prepare agendas, minutes, correspondence and reports
- Strong team player with the ability to also work independently
- Calm and competent approach to challenging situations
- Experience with records management software, such as Fire Pro, advantageous

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Posting Details:

Application Deadline: Posting until filled

Estimated Start Date: November 4, 2024

Job Grade: 7

Salary: \$51,503