

Department: Fire and Emergency Services

Division: Community Safety & Enforcement

Reports to: Fire Chief

Position Objective/Summary

Responsible for supporting the day-to-day operation and administration of the Fire Chief, Deputy Fire Chief and Fire Prevention Officer; as well as providing administrative, secretarial, and reception services to the Fire Department.

Duties and Responsibilities

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Coordinates hiring and promotional process for Fire Department including postings, hiring manuals, advertising, review panels, examinations, scheduling CPAT and medicals.
- Develop and maintain accurate Personnel database and files for Full-time and Volunteer Fire Fighters by entering of records and keeping all information current including confidential/disciplinary matters.
- Creates files and maintains general and confidential records and ensures security of such materials.
- Establishes and maintains a filing system specific to the Fire Department.
- Process and maintain purchase orders and accurate accounts receivable and payable records, expense sheets for Department and charge backs (MTO, False Alarms, Open Burning, Natural Gas Incidents).
- Invoicing for services (fire report requests, fire inspections, air cylinders, smoke alarms, and carbon monoxide alarms).
- Interact and follow through with the Fire Chief/Deputy Fire Chief for all confidential and business matters including court documents, briefs, on-duty personnel – compiling, creating, take dictation, proofreading.
- Liaise between public and staff on Fire Prevention matters queries.
- Help with arrangements for training sessions.
- Perform specialized administrative duties related to Department operations including data research, report writing, co-ordinate special events, development

and maintenance of tracing systems for budget expenditures, edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, and grammar.

- Responsible for all purchases for clothing (Full-time and Volunteer), bunker gear, office supplies, fire equipment, public education material, training materials, first aid supplies, defibrillator supplies, as required.
- Prepare, summarize, and follow through with quotation/tenders and specifications for apparatus/equipment as needed.
- Assist with Public Education Program – Safety Day, Fire Prevention Day, School Events – teaching children and elderly the importance of fire safety.
- Arrange purchases of donated monies (inflatable safety house, house hazards) – recommend to the Fire Chief and up and coming public education props/teaching tools.
- Co-ordinate special events, award recognition for Fire Fighters (i.e. Federal/Provincial Awards, Special Recognition Awards, Retirement Awards)
- Assist with the shift schedule, including moves (notification of Fire Fighters)
- Co-ordinate the installation of 911 Signs – obtain locates, receive complains, order supplies, direct Fire Fighters to complete installation.
- Responsible for City Emergency Disaster Plan by keeping information, names, contact information current and redistributing to City Divisions and Outside Agencies.
- Liaison with Payroll Clerk/Human Resources to ensure accuracy of records.
- Maintain petty cash.
- Register personnel for conferences and seminars, make travel arrangements, complete expense reports.
- Schedule appointments for the Fire Chief, Deputy Fire Chief, Fire Prevention Officer, and Full-time Fire Fighters – book Station Tours, Outside Agency Training (Extinguisher, CPR/First Aid).
- Maintain smoke alarm/carbon monoxide alarm installation database, ordering of smoke alarms/carbon monoxide alarms, cashier for customers paying for alarms.

Requirements

- 2-year Community College Diploma in Administrative Support.
- 1 year of related experience.

Knowledge/Skill/Ability

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

Non-Union

- Required to work under the general supervision of the Fire Chief in an office environment.
- Work involves confidential matters relating to public safety, Municipal hazard assessments, sensitive information relating to incidents and staffing.
- Excellent verbal and written communication skills.
- Must have excellent analytical and interpersonal skills.
- Thorough knowledge of record keeping and retention.
- Advanced administrative experience and skills.
- Ability to work on own with minimal supervision.
- Thorough knowledge of the Fire Services and its operations.

Working Conditions

- Works in an office condition with occasional exposure to stressful situations when dealing with conflicting priorities and meeting deadlines.