The **DISTRICT OF CENTRAL SAANICH** is seeking a
**ADMINISTRATIVE ASSISTANT - FIRE**

**Competition Number 2023-15**  
**Internal Competition**

You must be a current employee, as per Article 5.02, with the District of Central Saanich to be considered for this vacancy.

The District of Central Saanich invites applications from current, qualified District of Central Saanich employees interested in the Administrative Assistant - Fire position as per Article 5.02 of the Agreement.

Reporting to the Fire Chief, this position performs administrative, program coordination and financial tasks in support of the Fire Department and the District’s emergency programs. The incumbent is the main point of contact for public enquiries regarding the Department and emergency programs.

The ideal candidate will and have completion of a two (2) year administrative diploma program from a recognized post-secondary institution, and completion of ICS-100 (Incident Command System) certification and Emergency Operation Centre (EOC) Essentials training. They also require a minimum of three (3) years administrative experience, which must include local government experience, and/or emergency program experience or an equivalent combination of education and experience, and a valid Class 5 BC Driver’s license.

**Please see the attached job description for further information on the duties and requirements of the role.**

This is a 17.5 hours a week, regular part-time position with a pay rate of $31.44 - $34.01 (2022 rates). The schedule will be discussed with the chosen candidate. Interested employees are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca or by dropping it off at the Municipal Hall, attention: Human Resources by 4:00 pm on August 11, 2023.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.
Job Description
Administrative Assistant- Fire (0.5 FTE)
Fire Department
(Pay Grade 39)

**General Accountability**

Reporting to the Fire Chief, this position performs administrative, program coordination and financial tasks in support of the Fire Department and the District’s emergency programs. The incumbent is the main point of contact for public enquiries regarding the Department and emergency programs.

**Illustrative Duties**

- Provides customer service in a professional and courteous manner in person, via the phone and through written correspondence;
- Provides administrative and human resource support to the Department and emergency programs including preparing letters, memos, agreement, contracts and staff reports which may contain confidential or sensitive information;
- Maintains paid on call firefighter’s confidential personnel files;
- Compiles, tracks and coordinates payroll records for paid on call firefighters and prepares reports for payroll;
- Maintains the Corporate Records Management system for the Department and provides support and training to Department staff on electronic records management system (FDM), Prospero and other District applications ensuring files are created and maintained as per District policy and procedures;
- Coordinates the fire permit process and supports the Planning and Building Services Department by coordinating the process flow of development & building permits and business license applications that require input from fire personnel;
- Prepares, edits, formats, proofreads reports, presentations and correspondence in an accurate and timely manner;
- Maintains and updates Fire Department pages on the District’s website in coordination with Community Engagement;
- Drafts and posts social media content under the direction of the Fire Chief or designate;
- Designs, edit, prints, and distributes posters, notices, employment opportunities and public notices in a timely manner;
- Coordinates the delivery of internal and external fire department meetings and events, arranging catering and other needs and attends when necessary;
- Maintains inventory and orders uniforms for members of the department under the Chief Officers’ direction;
- Provides administrative support to the recruitment and new hire processes for paid on call and career firefighters;
• Formats and supports the maintenance of Standard Operational Guidelines, policies, program and procedures;
• Prints District employee ID cards as required;
• Performs administrative duties directly related to other agencies expenses such as processing and tracking HazMat or wildfire deployments;
• Assists with Fire and Emergency Program annual budget process;
• Orders and maintains office, janitorial and other fire department facility supplies;
• Makes purchases in compliance with District purchasing policies;
• Processes invoices and information into financial software programs for approval;
• Participates in emergency duties in the event of an emergency/disaster;
• Participates in professional development opportunities to keep current with emerging technology and procedures;
• Follows all corporate policies and practices; and,
• Perform other related duties as required.

**Emergency Program Support**

• Assists the Emergency Program staff with planning emergency exercises, scheduling training and scheduling Emergency Operation Center (EOC) activations and deactivations;
• Assists with the planning of presentations to Tsawout and Tsartlip First Nations, PEMU Volunteers, at emergency preparedness events and other stakeholders;
• Schedules meetings on behalf of the Emergency Program staff and volunteers and liaises with provincial, regional and community support counterparts and organizations; and
• Provides support as directed for the District’s Emergency Operations Centre.

**Knowledge, Skills and Abilities on the Job**

• Excellent customer service and relationship building skills including the ability to effectively deal with enquiries, complaints and service requests with promptness, tact, diplomacy and accuracy
• Strong knowledge of administrative and office practices and procedures including business English and grammar
• Strong knowledge of MS Office software and familiarity of other municipal software programs such as Vadim, Tempest, eScribe and FDM. Knowledge must include using remote meeting software and operations of audio-visual equipment
• Strong knowledge of Records Management principles and practices, familiarity with Records Classification and Retention Schedule
• Knowledge of Fire Service, practices, procedures, and systems
• Working knowledge of local government principles, practices, procedures and systems and related regulations, bylaws and collective bargaining agreements which govern departmental activities
• Working knowledge of the Freedom on Information and Protection of Privacy Act (FOIPPA)
• Strong communication and interpersonal skills including the ability to adhere to confidentiality and understand the seriousness of any breaches
• Ability to set priorities, meet deadlines and work under pressure in a busy work environment
• Ability to establish and maintain effective working relationships with other employees, vendors, service agency representatives, elected officials and the general public
• Ability to efficiently take and transcribe accurate meeting notes and minutes using both handwritten and electronic means
Requirements

- Successful completion of a two (2) year administrative diploma program from a recognized post-secondary institution, completion of ICS-100 (Incident Command System) certification and Emergency Operation Centre (EOC) Essentials training and a minimum of three (3) years administrative experience which must include local government experience, and/or emergency program experience or an equivalent combination of education and experience.
- Valid Class 5 BC Drivers’ license

Signature of CAO __________________________  Date: _____________

Signature of Fire Chief __________________________  Date: _____________