



Job Description

Regional Administrative Assistant - Fire Services

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Regional Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Fire Services

SUMMARY OF POSITION:

Under the general supervision of the Regional Fire Chief, the Regional Administrative Assistant provides general clerical and administrative support to the Regional Fire Service.

Duties include the general requirements of an administrative support role, such as preparation of correspondence, provision of customer service, general filing and record management duties, and other clerical/support duties necessary to support the RDCK Fire Services team.

ROLE AND RESPONSIBILITIES:

In support to the Fire Services team, responsibilities will include, but are not limited to:

1. Providing excellent customer service to all internal and external customers.
2. Providing administrative, clerical and communication support to the Regional Fire Services team as required.
3. Preparing contracts, Purchase Orders and Tenders as required by the Regional Fire Chief.
4. Assisting the Chief Officer Group to ensure SOG/SOP best practices and standards for the firehall are documented and adhered to.
5. Communicating with RDCK departments or personnel to ensure efficiency of administrative processes including but not limited to the Fire Service Administrative Coordinator as well as the Human Resources and Payroll departments.
6. Producing and formatting reports, forms, templates guidelines, schedules and confidential memorandums and letters in accordance with the RDCK's Fire Services defined standards.
7. Maintaining records management systems using both manual and electronic filing techniques.
8. Receiving and responding to correspondence as requested, and
9. Other duties as assigned.

REQUIRED QUALIFICATIONS & KNOWLEDGE:

- High school diploma or GED, or an acceptable combination of education and experience. Post-secondary diploma in an administration field would be considered an asset

- Minimum of 3 years experience in an administrative role in a fast paces team environment. Experience working in a government setting is preferred.
- Satisfactory Criminal Records Check
- Valid BC Drivers License and a satisfactory Drivers Abstract

REQUIRED SKILLS AND ABILITIES:

- Excellent communication skills, including professional written and verbal skills to communicate with all levels of the organization and its executive team.
- Ability to maintain and preserve confidentiality and act with tact and diplomacy.
- Ability to understand and carry out established procedures.
- Proven ability to prioritize, while working under pressure and time constraints.
- Experience and confidence working with Microsoft Office products, and the demonstrated ability to learn and become proficient in new software.
- Adaptability and flexibility to meet changing priorities and deadlines.
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.
- Experience working in emergency services is an asset.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date