



<u>Position:</u> <b>Coordinator of Administrative Services - Fire</b>	<u>Date:</u> January 2025
<u>Affiliation:</u> Part-time Non-Union	<u>Issued By:</u> Fire Chief

**Position Summary:**

The Coordinator of Administrative Services - Fire is a tech-savvy, customer service-focused professional responsible for administrative support to the Fire Department. The Coordinator of Administrative Services - Fire performs day-to-day tasks associated with the administrative duties of the Fire Department including data entry, required reporting, file and records management, researching/compiling internal and external communications, assisting with customer service requests and completing special projects.

**Hastings Highlands Corporate Values:**

At the Municipality of Hastings Highlands all our team members believe in:

- Being **Committed** by always being ready to jump in and striving for better
- Having **Integrity** by being honest and knowing the right thing to do
- Being **People Smart** by asking good questions, listening to others, staying engaged in conversations and having strong judgment

**Reporting Relationships:**

**Directly** – Fire Chief

**Key Responsibilities:**

**Administrative:**

- Provides administrative support to the Fire Department as a whole, including various administrative duties as requested such as supporting volunteer firefighters, reviewing and updating forms, data entry, assisting with IT, updating bylaws, policies and procedures;
- Responds to incoming departmental communications (customer service requests, phone calls, and email) ensuring all matters of importance are brought to the attention of the Fire Chief;
- Creates, monitors and maintains the fire department’s content on the municipal website and social media in accordance with policy;
- Assists with reporting and adherence to requirements under the Municipal Act, 2001, *Fire Protection and Prevention Act, 1997* and other various legislation;
- Accurately maintains filing system for the personnel files for the department;
- Prepares agendas, minutes, correspondence, reports, presentations and attends meetings as required;
- Inputs and maintains information on the digital office calendar;
- Performs other duties as assigned

**Financial:**

- Prepares and submits payroll documentation for all volunteer firefighters to the Financial Analyst for timely processing;
- Assists with the department's asset management, budgeting, capital plans and maintenance obligations;
- Assists with procurement for the department by coordinating procurement documents such as RFP's and tenders

**Position Qualifications:**

- Post-secondary diploma in Office Administration, Business Administration or an equivalent mix of education and experience will be considered;
- Minimum of two (2) years of experience in a progressive administrative position;
- Demonstrated ability to maintain a high degree of confidentiality, professionalism and sound judgment, and to exercise discretion and tact;
- Must be proficient working in Microsoft Office and Outlook for email;
- Must show initiative and be adaptable in learning to utilize software applications and program specific software e.g. FirePro, Access E11, Govstack website and Canva for social media;
- Ability to prioritize, organize and complete multiple assignments simultaneously within tight deadlines;
- Effective verbal communicator who provides accurate information in a pleasant manner to telephone callers and visitors;
- Good written communication skills with a demonstrated attention to detail and accuracy;
- Must be a team player, and work effectively with other team members and elected Members of Council;
- Must be willing to participate in training related to the position or task, as required;
- Adheres to employment policies, practices, rules, and regulations

**Working Relationships:**

Strong interpersonal skills to interact effectively and professionally with the general public, various organizations, other team members and Council.

**Internal:**

With other team members and departments to complete various tasks

**External:**

With the general public and organizations to complete day-to-day activities

**Working Conditions:**

Administration Office – busy office area.

Normal working hours are 8:00 a.m. to 4:00 p.m. Monday – Friday.

On occasion the position may be asked to work overtime on short notice to meet deadlines and/or meet the needs of the fire department; for example, evening meetings.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.