



## **Full-time Administrative Assistant Position**

Salt Spring Island Fire Protection District is seeking interested candidates to fill an Administrative Assistant position. The position is a regular excluded staff position, working a minimum of 30 hours per week (Monday to Friday.)

A competitive salary is offered together with a comprehensive benefits package.

Applicants are invited to submit a cover letter and resume by 4:00pm, August 20, 2018 via email at: [info@saltspringfire.com](mailto:info@saltspringfire.com)

We thank all applicants for their interest. However, only those selected for an interview will be contacted.



## Administrative Assistant Job Description

Appendix G

### SALT SPRING ISLAND FIRE PROTECTION DISTRICT

**Position Title:** Administrative Assistant

**Reports To:** Corporate Administrator

#### **Organizational Focus:**

The Administrative Assistant reports directly to the Corporate Administrator and supports all SSIFR (Salt Spring Island Fire Rescue) divisions by delivering administrative, clerical and secretarial services efficiently and effectively. As a central service to the District, the Administrative Assistant plays a significant role in maintaining a strong, solution-focused team spirited workplace culture.

#### **Position's Primary Objectives:**

- The position requires excellent customer service skills and the ability to interact courteously and tactfully with the public
- Perform a variety of clerical, secretarial, administrative and reception functions to support staff and to contribute to the efficient and effective operation of the SSIFPD
- Provide support to the Corporate Administrator and Executive Assistant regarding financial administration (ie Payroll) and other clerical tasks (ie maintain LGMA filing system and Staff Scheduling)

#### **Key Responsibilities:**

1. Under Direction from the Corporate Administrator, provide clerical, secretarial, administrative and reception support to contribute to the efficient operation of the Fire District, including:
  - a. Preparing (composing as required) and typing routine and confidential correspondence, forms, letters, agreements, guidelines, tender documents and reports;
  - b. Ensuring all appropriate insertions for employee personnel files are filed in a timely manner;
  - c. Responding to enquiries from staff, other departments, outside agencies and the public on general information issues;
  - d. Receiving calls from the public on non-emergency requests for assistance and re-directing to appropriate SSIFR Officer or agency;
  - e. Receiving and re-directing emergency calls from the public (as required);
  - f. Pro-actively identifying and recommending improvements to administrative policies and procedures;
  - g. Updating of corporate website regarding burning restrictions on a daily basis;

2. Performs a variety of duties to support the Executive Assistant with the following:
  - a. Data entry into Staff Scheduling software all schedules, training and incident reports to ensure accurate payroll reports;
  - b. Data entry into Dispatch software all incidents to ensure accurate reporting;
  - c. Pro-actively, where possible, identifying and reporting discrepancies related to the accuracy of payroll;
  - d. Scan, file and identify LGMA (Local Government Management Assn) coded documents;
3. Performs a variety of other duties to support the SSIFPD including:
  - a. Advising the public on the rules and regulations of burning regulations and permits;
  - b. Manage email account for both admin and permits;
  - c. Handle and sort mail, incoming and outgoing;
  - d. Manage BC Ferries and Co-Op accounts;
  - e. Ensure office supplies and equipment are maintained and replenished;
  - f. Reconciliation of credit card accounts and receipts;

**Qualifications:** (minimum Education and Experience requirements):

**Education:**

- Certificate or diploma in Business or Office Administration preferred
- Successful completion of basic accounting and budgeting courses preferred

**Recent, Related Experience:**

- A minimum of 2 years directly related experience or a minimum of 5 years of varying skills and responsibility levels

**Knowledge, Skills and Abilities:**

- Proficiency in office technology applications such as Microsoft Office/Outlook, SharePoint and other related software programs
- Excellent communication, interpersonal and relationship building skills
- Demonstrated collaborative and solution-oriented working style
- Basic knowledge of web technology - WordPress
- Ability to work well under pressure, for instance maintaining calm during emergency incident
- Ability to maintain confidentiality
- *Note: An equivalent combination of education and experience may be considered.*

**This position requires a Police Record check.**

**Salary commensurate with skills and experience; 90 day probation and 2 weeks vacation.**

**Posting closes on August 15<sup>th</sup>. Interviews will be scheduled for August 24<sup>th</sup> and successful candidate will be notified on August 27<sup>th</sup>.**

**Start date: September 2018**