



Part-time Administrative Data Coordinator

Salt Spring Island Fire Protection District is seeking interested candidates to fill an Administrative Data Coordinator position. The position is a regular, part-time, excluded staff position, working a minimum of 20 hours per week.

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

Applicants are invited to submit a cover letter and resume by 4:00pm, March 22, 2019 via email at: info@saltspringfire.com - ATTENTION: Fire Chief Arjuna George

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



Administrative Data Coordinator

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Position Title: Permanent Part Time Administrative Data Coordinator

Reports to: Corporate Administrator and Fire Chief

Organizational Focus:

The Administrative Data Coordinator reports directly to the Fire Chief and supports all SSIFPD divisions by managing administrative data effectively. As a core service to the District, the Administrative Data Coordinator plays a significant role in maintaining a strong, solution-focused, team-spirited workplace culture.

Position's Primary Objectives:

1. Manages all fire department data (Collection, input, validation and report preparation)
2. Provides support to the Administrator regarding financial administration (e.g. Payroll)
3. Contributes to creating strong and positive relationships with all internal and external stakeholders.

Key Responsibilities:

1. Under direction from the Fire Chief, provides administrative support to contribute to the efficient operation of the Fire District including:
 - Complex computer data management (advanced Excel, SharePoint knowledge);
 - Performs the collection, interpretation and recording of data in accordance to Fire Department guidelines and policy;
 - Performs data validation and storage of various data projects;
 - Sorts and organizes the data; both hard copy and electronic versions;
 - Assists staff in data entry when required;
 - Coordinating and assisting in the development, editing and publishing of the SSIFPD reports;
 - Reports for bi-weekly Payroll;
 - Confidential administrative support to the Fire Chief and Administrator.
2. Interacts with the general public and SSIFR staff with a high level of customer service.
3. Performs a variety of duties to support the accurate and timely financial administration of the SSIFPD including working in a close, supportive and collaborative manner with the Administrator.
4. Performs a variety of other duties to support the SSIFPD including:
 - maintaining an electronic database system for operational planning.
 - providing administrative data support to the Training and Fire Prevention/Inspection Divisions.
 - Data entry and generating a variety of reports as requested;

Qualifications: (minimum Education and Experience requirements):

Education:

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

Recent, Related Experience:

- A minimum of 2 years directly related experience or equivalence.

Knowledge, Skills and Abilities:

- Proficiency with data input and coordination of databases.
- Proficiency in office technology applications such as Excel, SharePoint, MS Office/Outlook and other related software programs.
- Excellent communication, interpersonal and relationship building skills.
- Demonstrated collaborative and solution-oriented working style.
- Working knowledge of accounting software (QuickBooks desirable).
- Ability to maintain confidentiality.
- **Note:** *An equivalent combination of education and experience may be considered.*

Behavioural Competencies Assigned To The Role:

- Detail Oriented
- Analytical
- Teamwork and Cooperation
- Initiative and Problem Solving
- Patience
- Customer Service oriented.

Competitive wages depending on skill and experience with full benefits.

Flexible hours.

Closing Date March 22, 2019 4pm

info@saltspringfire.com :: Attention Fire Chief Arjuna George