



Position Title:	Fire Administrator
Reports To:	Fire Chief
Department:	Fire
Status:	Part-Time (24 Hours per week) 1 Year Contract
Revision Date:	May 08, 2025

JOB PURPOSE

This part-time position will provide vital support to the Fire Department by overseeing administrative functions, ensuring smooth office operations, and facilitating effective communication both within the department and the public. The Fire Administrator will be responsible for maintaining records, managing correspondence, assisting with logistical tasks, and coordinating departmental activities.

SPECIFIC ACCOUNTABILITIES

- Provide administrative support to the Fire Chief.
- Manage and organize the schedule of the Fire Department, including meetings, training sessions, and other community outreach activities.
- Maintain accurate records, files and databases related to department activities and incidents.
- Prepare, review, and distribute correspondence, reports and other documents as needed.
- Coordinate public relations activities, including the organization of community events.
- Compile data and assist in the preparation of regular reports required by municipal, provincial, or federal regulations.
- Organize and manage the archival of documents, both electronically and in hard copy.
- Assist in maintaining an updated contact list for emergency personnel and external agencies.
- Monitor and document the training and certification status of department personnel, ensuring records are current and comply with training requirements.
- Prepare materials for departmental meetings, including handouts, presentations, and reports.
- Record meeting minutes and distribute them to relevant personnel, ensuring that action items are being conducted.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Experience with the administrative and operational functions of public safety organizations.
- Understanding of municipal and governmental procedures related to record-keeping and public safety documentation.
- Knowledge of emergency response protocols and basic incident command structures is considered an asset.
- Strong organizational skills to manage multiple tasks, effectively prioritize, and maintain detailed records.
- Excellent written and verbal communication skills for interacting with department staff, municipal employees, and the public.
- Critical thinking skills to independently address and resolve logistical or administrative issues.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook) for document creation, data management and communication tasks.
- Previous experience with FirePro is considered an asset.
- Competence in web-based communication tools for virtual meetings and information distribution.



- Ability to manage confidential information discreetly and professionally.

WORKPLACE REQUIREMENTS & CONDITIONS

- Minimum Grade 12 education/diploma or equivalent.
- Post secondary education in administration.
- Minimum of two years of experience as an administrative assistant, preferably within a public safety or municipal environment.
- Proficiency in Microsoft Office Suite and FirePro software.
- Certified First Aid/CPR would be beneficial.
- Office environment with extended periods of sitting.
- 24 hours per week, flexible schedule and occasional evenings may be required.

RELATIONSHIPS

- **Internal:** Fire Chief, Volunteer Firefighters and Administrative Department
- **External:** Members of the public.

RATE OF PAY

- \$27.00 Hourly