

The Town of Cobourg is seeking an **Administrative Assistant, Fire**. Under the direction of the Fire Chief, the Administrative Assistant provides administrative support to the Cobourg Fire Department, as well as assists the Fire Chief and Deputy Fire Chief in administering all aspects of the Division.

The Administrative Assistant provides high level comprehensive office management support for the Fire Department including administration, financial management and record keeping related to emergency response, training, fire prevention and public education activities and events. The Administrative Assistant is the primary public contact for the department, responding to general information requests and coordinating department activities. This role requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.

The primary duties of this position include:

- Provide direct administrative support to the Fire Chief and Deputy Fire Chief, including managing calendars, preparing reports, and handling communications.
- Responsible to Scribe at emergency scenes or during an emergency response exercise, as needed.
- Maintain files, records, and correspondence related to fire safety and municipal programs and activities, ensuring compliance with applicable laws and regulations.
- Makes appointments, arranges travel and hotel accommodations for department staff, preparing travel authorization and expense forms and maintains the office calendar and software.
- Schedule and organize meetings for the Fire Chief and Deputy Fire Chief including preparation of meeting materials, minutes, and follow-up actions.
- Handle routine correspondence, emails, and phone calls, ensuring prompt responses and appropriate actions are taken.
- Assist with tracking budgets, purchasing supplies and equipment, and processing invoices and receipts related to the Fire Department and emergency management programs.
- Manage and enter bi-weekly payroll data to the Payroll Division.
- Run bi-weekly MTO & MVC billings. Review each incident to determine billing eligibility.
- Input and manage data related to fire department operations, including staffing, training, incidents, and fire safety programs. Generate regular and ad-hoc reports as requested.
- Research and compile statistical information and undertake special projects for the Chief and Deputy Chief. Complete provincial compliance reports for the Ontario Fire Marshal's Office including standard incident reports and vulnerable occupancy reports.
- Serve as a liaison between the Fire Department and other Town departments, external agencies, and the public.
- Perform general office duties such as filing, office organization, answering phones, and assisting with general inquiries.
- Performs other related duties as may be assigned by the Fire Chief and/or Deputy Fire Chief.

The successful candidate will possess a Diploma in Office Administration (or related field) plus one (1) year of experience; or Certificate in Office Administration (or related field) plus three (3) years of experience;

or demonstrated evidence of post-secondary courses, workshops, training that would be equivalent to a Certificate in Office Administration and three (3) years of experience. Experience within a government or public safety environment is preferred.

The successful candidate will have strong communication (written, oral, and interpersonal), ability to work independently and prioritize own work while identifying new initiatives and opportunities to improve divisional effectiveness. The individual will be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and social media platforms including Canva, Instagram, Facebook and Twitter. In addition, experience using Fire Pro, First Due, GIS, and VOIP will be an asset. The successful candidate will also be extremely well organized with the ability to effectively manage multiple initiatives and projects at one time.

This position will be required to work 35 hours work week, which is typically 8:30 am to 4:30 pm, Monday to Friday. The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable vulnerable sector check.

WAGE:

The wage scale for this position is Non-Union Grade 3: \$64,130.07 - \$75,021.49 annually.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **October 31th at 4:00pm**.

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.