

Town of South Bruce Peninsula

Position Description

Emergency Services and Parks, Recreation & Culture Administrative Assistant

Reports to: Manager of Emergency Services/Fire Chief
and Director of Parks, Recreation and Culture

Status: Full-time

Date: April 11, 2023,

Hours: 37.5 hour

Summary of Duties

1. Provides administrative assistance, research and confidential secretarial support to the Manager of Emergency Services and Director of Parks, Recreation & Culture on a 50%/50% basis
2. Acts as the primary customer service representative in the delivery of services to the residents and visitors of South Bruce Peninsula
3. Assists with the coordination of the Crossing Guard Program, including training, orientation, problem solving
4. Provides counter coverage for Recreation Programmer during absences

Qualifications

1. Education – Grade 12 with business / office administration options that provide training in administrative processes and practices
2. Experience – Previous related clerical experience
3. Computer experience including Microsoft Office (Word, Excel, PowerPoint) and other custom software which may be implemented from time to time
4. Time management / organization skills to identify priorities, re-arrange work if required; to meet identified deadlines
5. Communication skills (listening, writing, verbal) to deal with operational issues, inquiries from staff / public; to edit / proofread documents generated for / by staff; to prepare documentation for management review and signature

Major Responsibilities

1. Confirm appropriateness of invoices received and process for approval by the Directors
2. Responsible for circulating public notice advertisements for departments when required
3. Maintains the filing system for the departments
4. Responds to inquiries from elected officials, staff and the public. Directs inquiries when appropriate.
5. Types correspondence related to the departments, including assisting with funding and grant applications, letters, public notices, emails, reports, etc
6. Assists in the preparation of departmental reports
7. Gathers statistical information on a regular basis for performance measure reporting.

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8. Assist in preparation of by-laws associated with the departments
9. Responsible for balancing petty cash and cash receipts for the departments
10. Process and prepare invoices for all departmental billings in accordance with applicable by-laws, agreements, and policies
11. Ensure filing, data input, data and staff attendance reporting and other assigned data management work is efficiently and effectively completed
12. Provide correct information to inquiries or refer requests to those who have the necessary information or knowledge to respond
13. Process and record all correspondence with the fire related schools, monitoring firefighter training registrations and forwarding course materials to firefighters as required
14. Responsible for entering Standard Incident Reports to the Ontario Fire Marshal's Office or in the appropriate RMS in compliance with applicable legislation
15. Being the first point of contact, responds to requests with respect to departmental matters
16. Maintain attendance records of firefighters related to training sessions, response hours for emergency calls, and other approved work, processing data for submission for payroll
17. Maintains and processes records of road closures and burn permits, relaying applicable information to the appropriate personnel in a timely fashion
18. Assists with coordination and / or development of interdepartmental communication system(s) to ensure open communication
19. Responsible for the maintenance and retention of all computerized and hard copy records within the purview of responsibility, ensuring compliance with policies/procedures, legislated directives relative to confidentiality of information
20. Assists with the data entry and research where required of the annual department budgets (both operating and capital)
21. Occasional crossing of students in the absence of regularly scheduled crossing guards
22. Counter/customer service/telephone response regarding requests for service and directs inquiries to the appropriate personnel
23. Maintains Directors' schedules and agendas as required.
24. Handles confidential information and provides confidential administrative support to the Fire Chief/Manager of Emergency Services.
25. Provides administration for website postings and other website support.
26. Schedules fire inspections.
27. Assists with Parks & Facility rentals, Bluewater Park campground responsibilities including booking transient sites from October to May, contract renewals for seasonal sites and the maintenance of the campground waiting list.
28. As needed, ensure registration, travel and accommodation arrangements are made for department staff.
29. All other duties as may be assigned from time to time

Skills

1. Thorough understanding of corporate / department business administrative procedures to recommend and / or undertake activities that increase efficiency
2. Good understanding of functions carried out by the Department as well as the interrelationship of municipal structure and functions with other

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Departments with the Town and other government agencies to understand municipal government and services

3. Proven initiative to work independently or as a team member with minimal supervision, to respond to inquiries without forwarding to their immediate supervisor; to identify issues and initiate activities to resolve them

Working Conditions

- Deals with deadlines and time sensitive materials.
- May experience frequent interruptions.
- Periods of sitting still and concentration are required.
- High levels of concentration and accuracy required to fulfill payroll and invoicing obligations.
- Ability to work occasionally in inclement weather.
- Occasionally works with youth.