

AUGUSTA TOWNSHIP

Job Title: Fire Administrative Assistant (Summer Position)

Full Time	Part Time	Non Union	Contract	Salary	Date
X (Temporary)		X	X	\$18/hr.	March, 2024

General Scope of Position:

The scope of this position is meant to identify relevant but broad areas of contribution to the community and is not restricted to any specific duties that may be listed. The scope encompasses a teamwork approach and involves assistance to other personnel as may be requested and/or required.

Reporting directly to the Fire Chief, the Fire Administrative Assistant position encompasses other administrative duties including but not exclusive to researching items with suppliers, the public, government agencies and other municipalities. Participates in the townships emergency plan operations as may be required.

Representative Duties, Responsibilities & Expected Achievements:

1. Assists with clerical and administrative duties.
2. File management, research, data base management and coordination of various projects.
3. Scan documents.
4. Maintain confidentiality about information learned on the job.
5. Maintain a professional image and demeanor with municipal council, staff, volunteers and public.
6. The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent to this classification.
7. Other duties are as assigned.

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Working Conditions:

- Seasonal May – August 2024.
- General office working conditions. Busy office setting.
- Manual dexterity is required to use computer, office equipment and small tools.
- Interacts with volunteers and public at large.
- Hours of work from 8:30am to 4:30pm.

Contacts:

➤ Internal:

- CAO
- Mayor
- Councillors
- Department Heads
- Staff
- Committee members and volunteers

➤ External:

- General Public
- Business Community
- Regional, Provincial & Federal Agencies/Authorities
- Municipal Governments

Required Education, Specialized Training & Skills:

➤ Education:

- College or University preferred. Business and/or Graphic Design an asset.

➤ Requirements:

- Must hold a valid driver's license with acceptable Ontario Drivers Abstract.
- Current Police Check.
- Must be 30 years old or under.
- Legally entitled to work in Canada.

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➤ Skills:

- Experience using FileHold is considered an asset.
- Capable of working individually or as part of a team.
- Capable of working in a busy environment with numerous interruptions.
- Effective interpersonal, planning and organizational, and problem-solving skills are an asset.
- Effective oral and written communication skills are required.
- A high level of performance standards is essential in regard to the quantity of work, quality of performance, attitude, dependability and initiative.
- Capable of paying close attention to detail.
- Proficient computer skills, particularly using Microsoft Office applications and Adobe.