



Job Title:	Fire Administrative Assistant (Summer Position)
Reports to:	Fire Chief
Status:	Full time (temporary), Non-union/exempt, Contract
Dated:	March 27, 2025

Location: Township of Augusta

Job Type: Seasonal, Full Time, 37.5 hours/week

Pay: \$19 an hour

Augusta Township is a municipality in Eastern Ontario in the United Counties of Leeds and Grenville. Augusta is also one of the oldest townships in Ontario dating back to the 1700's. The Township is home to 6 communities each with a number of industries, small businesses, and attractions throughout. Augusta Township, a community of opportunities, truly is a great place to live and work and to enjoy life's many pleasures.

Position Summary

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.

Duties

Some of the responsibilities of this position may include:

- Assists with clerical and administrative duties.
- File management, research, data base management and coordination of various projects.
- Scan documents.
- Maintain confidentiality about information learned on the job.
- Maintain a professional image and demeanor with municipal council, staff, volunteers and public.

Junior Day Camp Worker – Job Description

- 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.
- Other duties are as assigned.

Qualifications:

College or University preferred. Business and/or Graphic Design an asset.
Must hold a valid driver's license with acceptable Ontario Drivers Abstract.
Current Police Check.
Must be 30 years old or under (position is partially funded through the Canada Summer Jobs grant).
Legally entitled to work in Canada.

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 in 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.

Working Conditions:

- Seasonal May – August 2025.
- 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.

The Township of Augusta is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Application Instructions: We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. Applicants are invited to submit their resume and cover letter to: sgeraghty@augusta.ca or deliver it to 3560 County Road 26 Prescott, ON K0E 1T0 Attn: Shannon Geraghty. Resumes will be received until April 30, 2025.