



qathet REGIONAL DISTRICT

Office Clerk – Regional Fire Services – Full-Time

The qathet Regional District is seeking a full-time Office Clerk for its Regional Fire Services.

Under the direction and supervision of the Manager of Emergency Services, the Office Clerk – Regional Fire Services is responsible for providing general administrative, clerical, and logistical supports to the Regional District's four Fire Chiefs and their respective Volunteer Fire Departments.

KEY DUTIES AND RESPONSIBILITIES *include the following:*

- Fire Department Administration - General Office and Administrative Support
- Fire Department Records Management and FirePro Administration
- Provides General Financial Administrative Support
- Firefighter Compensation and Payroll Support
- Human Resource Management Support Services
- Fire Department Training Operations – Administrative Support
- Firehall Operations and Maintenance – Administrative Support
- Response Operations – Administrative Support
- Authority Having Jurisdiction – Administrative Support

Education/Training/experience

- Completion of grade 12 or equivalent
- Post-secondary education including a certificate or diploma in Office Administration or equivalent combination of office experience and technical skills preferred
- A minimum of two years' experience in an Administrative Professionals' role
- Demonstrated proficiency with computers, data entry, advanced email, internet, word processing, spreadsheet, and keyboarding skills
- Holds a valid BC Driver's License (Class 5)

Skills / Abilities

- Demonstrates strong administrative professionals' core skills and abilities
- Demonstrates a superior commitment to customer service and the actionizing of requests as per established levels of service and within scope of position
- Demonstrates the ability to effectively interact and liaise with internal departments' staff and Fire Chiefs and Fire Department personnel, suppliers, etc.
- Demonstrates excellent interpersonal, oral, and written communication skills, and handles sensitive matters with tact and diplomacy; responding in a professional and courteous manner when interacting with others
- Demonstrates superior keyboarding and data entry skills, and superior proficiency in the creation and maintenance of spreadsheets to support a wide-range of operational data requirements
- Demonstrates ability to learn software applications associated with the position (e.g. FirePro software)
- Demonstrates knowledge of records information management best practices (e.g. LGMA Model Classification and Retention Schedule)



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- Demonstrates basic knowledge of bookkeeping and financial processes and procedures
- Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
- Demonstrates a high degree of accuracy and thoroughness, with a strong attention to detail
- Demonstrates sound judgement, analytical, and problem-solving skills; and the ability to troubleshoot technical issues related to computer information systems
- Demonstrates exceptional organizational and time management skills, and the ability to multi-task effectively
- Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
- Demonstrates ability to work in a team environment and to work independently, with minimal supervision
- Demonstrates strong technical writing/editorial skills and the ability to research and contribute to the preparation of technical and analytical reports appropriate for varied audiences
- Ability to lift, carry or organize equipment and supplies as required

Deadline for applications: 4 pm on May 4, 2021. Formal testing may be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position to:

qathet Regional District
202 - 4675 Marine Avenue
Powell River, BC V8A 2L2
Attn: Ryan Thoms, Manager of Emergency Services
Email: employment@qathet.ca

The 2021 wage rate for Office Clerk is \$28.98. The position is subject to CUPE Local 798 Collective Agreement. We thank all applicants for their interest. However, only those selected for an interview will be contacted.