

POSITION:	FIRE DEPARTMENT TECHNICAL CLERK	JD-FDTC
DATE:	February 2024	

Purpose

Under the Direction of the Fire Chief or designate(s), the Fire Department Technical Clerk is responsible for providing clerical, technical administrative and research support and assistance to the management team including the Fire Chief or their designate(s). The technical clerk will support the fire department by providing clerical, payroll, accounting, records management and technical support. Additionally, they will be required to provide technical clerical support to key fire department service areas including, but not limited to, occupational health and safety, recruitment and training, fire prevention and emergency management programs, and fixed operations.

Required Training and Experience

- A minimum of two years' post-secondary education towards a diploma or degree in financial accounting, business administration, computer technology or related field;
- A minimum of three years' experience in local government, or similar organization;
- A valid British Columbia Class 5 driver's license; and
- A clear criminal record check, including vulnerable sector.

Preferred Training and Experience

- Work experience in a finance or technical services area is considered an asset;
- Work experience within a fire department or emergency services environment is considered an asset.

Work Environment

- Works primarily out of the Fire Department Administration office.
- Works out of the Fire Stations and other District facilities from time to time.
- Occasional exposure to dangerous substances and hazardous environments within fire department operations.
- Work schedules are flexible for attendance at meetings after normal work hours.
- Long hours in sitting position.
- Exposure to standard office equipment and computer.
- Operation of a motor vehicle may be required.

Main Scope of Work

- Interpret and answer all public and internal inquiries with a focus on fire department related matters;
- Liaise with outside agencies and community organizations;
- Prepare accurate and detailed correspondence;
- Liaise with the Communications Department in preparing public information or educational materials;
- Ability to operate and maintain office equipment in a safe manner;
- Maintain office supplies inventory;
- Under the direction of the Fire Chief or designate(s), and in consultation with the Finance Department, prepare accurate payroll for Paid-on-Call Firefighters and reports as required;

- Coordinate a range of functions related to special events and meetings, including scheduling, preparation and distribution of agendas and minutes;
- Coordinate and maintain tracking of various fire department documents, including policies, procedures, contracts, agreements and purchasing documents;
- Coordinate and maintain tracking of various fire department statutory records to ensure legal compliance and accuracy;
- Assist Fire Department personnel with implementation and management of a records and information management system;
- Assist fire department personnel with programs, policies, and procedures, and fire department related matters;
- Provide innovation, creativity, problem solving and teamwork to create a culture of continuous improvement;
- Maintain and protect the confidentiality of records and information; and
- Perform other related duties as required.

Required Abilities, Technical Skills and Knowledge

- Excellent skills in dealing with internal and public inquiries with courtesy and tact;
- Excellent skills in de-escalating public interactions in a calm and empathetic manner;
- Excellent skills in explaining and exchanging technical information with the ability to refer to other personnel, departments and agencies when necessary;
- Exceptional ability to prioritize and manage timelines in a fast-paced work environment;
- Exceptional attention to detail and skills to prepare effective and accurate written communication and financial information;
- Intermediate skills to operate Microsoft Office and other software used by the District, including business intelligence systems, payroll administration systems, fire department records management systems, firefighter learning management systems, fire department asset management systems and geographical information systems;
- Ability and skills to prepare minutes and correspondence quickly and accurately;
- Ability and skills necessary to establish and maintain effective working relationships;
- Ability to promote teamwork and work independently;
- General knowledge of local community organizations and its citizens';
- Basic skills to operate all general office equipment; and
- Knowledge of the District's organizational structure.

Manager of Human Resources & Safety

Chief Administrative Officer

Employee Name

Employee Signature