

**Township of Cavan Monaghan  
Job Description**

Position: **Administrator for Protective Services (18-month contract)**

Reports to: Fire Chief

This Job Description is effective: February 2025

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**Job Summary**

The incumbent reports to and assists the Fire Chief in a close and confidential capacity. The incumbent provides administrative support, oversees all accounts payable and receivable, conducts research, coordinates assigned projects, and writes or drafts correspondence. The incumbent in this job responds to inquiries and assists in other ways as directed.

**Duties and Responsibilities**

1. Administrative duties as assigned for the Fire Department. Assists with maintaining a comprehensive and well-organized filing and information retrieval systems as per the Records Retention By-law.
2. Manage all incoming email and telephone calls and provide general information to the public for the Fire Department.
3. Data entry of Fire Suppression records using fire department software (Fire Pro2); and ensuring quality, integrity and security of data. Recommend improvements to the computerization files and documents.
4. Prepares and codes all invoices within the department. Records, sorts and files accordingly.
5. Responsible for ordering materials and supplies as directed by the Fire Chief and maintain inventory records and supply tracking.
6. Prepares monthly invoicing of Motor Vehicle Accident Reports.
7. Primary position as Documentation Registration Officer (DRO) reports to Municipal Operations Centre Commander as part of the Emergency Management Team.
8. Assists under the supervision of the Community Emergency Management Coordinator to update and revise plans as directed.

9. Perform a variety of financial and record-keeping functions including: receiving cash, cheques and fees, issuing receipts and prepare reports for all transactions and submit statements and funds to Finance Department for deposit.

10. Contact insurance companies to obtain insurance information for alarm reports and motor vehicle accidents as requested by Fire Chief. Receive, compile and verify statistics from alarms as requested.

11. Ensures the confidentiality of all departmental information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

12. Assists with Fire Prevention, Emergency Management, Public Education, Training Programs, and Emergency Responses as required by the Fire Chief.

13. Respond to all burn permit inquiries and direct them appropriately. Receives online burn permit submissions and creates and manages burn permit processes including but not limited to monthly billing and reconciliation.

14. Update the corporate website/social media platforms and follow up on any inquiries that come through the website

15. Provide support on Health and Safety compliance, maintaining awareness of Occupational Health & Safety Act requirements.

16. Prepares cost estimates, tenders, quotations and proposal documents as required for consideration by the Fire Chief.

17. Prepares and processes payroll within the Protective Services department.

18. Prepare meeting agendas and record minutes as required.

19. May be required to attend special events after hours or on weekends.

20. Performs research and additional duties as assigned by the Fire Chief and other departments if necessary.

### **Work Environment**

Typical office area with limited travel. Normal office hours, Monday through Friday. Work activities require intermediate periods of moderate physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with some tasks requiring close attention to detail.

Full Time – 35 hours per week, temporary 18-month contract

## **Job Knowledge/Education**

- Post-secondary diploma in office administration or a related field.
- Preference given to fire administrative and/or clerical experience minimum of 3 years.
- Working knowledge of Municipal by-laws, policies, procedures and the Ontario Fire Code.
- Knowledge in accounts payable and receivable processes.
- Knowledge of computers and various software. Experience with Fire Pro 2 is an asset.
- Experienced computer skills in word processing, data base, spreadsheets, and other pertinent software i.e. MS Office Word, Excel, PowerPoint, MS Outlook.
- Proven ability to communicate effectively within the municipal organizational structure.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**Reviewed By:**

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**Chief Administrative Officer**

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**Date**