

King is Hiring
Emergency Services Executive Assistant
Contract (12-months)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Fire Chief/ Community Emergency Management Coordinator, the Emergency Services Executive Assistant is responsible for the following:

- Primary responsibility includes telephone and reception duties. Responsible for promptly answering the administrative phonelines during established business hours and ensuring line forwarding during absences.
- Responds to incoming departmental communications (public enquiries, phone calls, and email) ensuring all matters of importance are brought to the attention of the appropriate staff members by answering and/or directing customer service inquiries in order to meet the customers' needs in a prompt and efficient manner.
- Schedules appointments, as directed, for the Fire Chief, Deputy Fire Chiefs, Fire Prevention Officers, Community Resilience Officer, and District Chiefs.
- Ensures all Fire Service files (Laserfiche, CRM, and RMS) are maintained in accordance with the policies as set out by the Manager of Legislative Services.
- Utilizes the Records Management System (ICO software) to ensure accurate/timely data entry for both emergency responses and attendance records (ensures timely follow-up for submission of outstanding records from fire stations).
- Updates computer database (Laserfiche, CRM, and RMS) and performs analytical functions as required.
- Drafts, edits, and prepares confidential correspondence reports as directed by the Office of the Fire Chief.
- Prepares and submits emergency response statistical reports to the Office of the Fire Marshal and Emergency Management (OFMEM) on a quarterly basis.
- Responsible to prepare and provide the Fire Chief with monthly Dashboard Reporting (statistical reports) on financials (MTO and Insurance Claims), emergency responses, open air burn permits, and confirmation numbers.
- Maintains the confidentiality of Medical Assist Reports by attaching such forms to the respective incident report, entering form into Firehouse, and forwarding such related correspondence onto the Office of the Fire Chief or their designate.
- Works directly with the Human Resources department to support in the WSIB process and maintains the confidentiality of WSIB reporting. Under the direction of the Office of the Fire Chief, occasionally.
- Prepares, processes, and maintains the confidentiality of VFIS reporting; completes reporting information to VFIS, files personnel records accordingly.
- Prepares, processes, and maintains the MTO ARIS Agreement in conjunction with the Office of the Fire Chief.
- Prepares and processes all correspondence and timely invoicing for emergency responses by fire department vehicles on provincial Highways, Regional, and Municipal roads as established under the Fees and Services By-Law.
- Prepares and processes all invoices related to remote fire alarms, fire inspections, and open-air burning violations and other fees or service charges, as established under the Fees and Services By-Law.
- Develops, maintains, and executes (with Information Technology staff), the on-line permit process pertaining to the Open-Air Burn permits including daily inquiries and issuance of confirmation numbers.
- Works closely with Service King on maintaining service level agreement.
- Develops, maintains, and executes in conjunction with both Information Technology and Fire Prevention staff, the on-line permit process pertaining to the Fireworks permits including daily inquiries and requests.
- Maintains a database related to Municipal Fire Service Agreements for quarterly invoicing as per agreement areas.
- Provides support to the Office of the Fire Chief and Community Resilient Officer in the event that the Township of King's Emergency Plan is activated.
- Under the direction of the Office of the Fire Chief, develops basic Business Continuity Plans for the position of Executive Assistant to the Fire Chief.
- Prepares/submits monthly payroll documentation for all volunteer firefighters to the Payroll Clerk for timely processing.
- Documents Administrative Staff's bi-weekly work hours, vacation, and banked time and submits such information to the Payroll Clerk for processing.
- Accurately maintains an up-to-date fire department seniority list and submits such names to the Province of Ontario and

Government of Canada for Provincial and Federal Long Service Awards.

- Plans/organizes annual Fire department events including fundraising, recruit graduation, annual Fire Appreciation and Open House
- Assists with onboarding of new firefighter recruits
- Responsible for the monthly reconciliation and submission of all fuel receipts, vendor invoices for the Office of the Fire Chief – Re: Accounts Payable.
- Responsible for the accuracy and maintenance of the administrative cash drawer and weekly deposit process.
- Responsible for the management and ordering of office supplies.
- Responsible for reviewing/ maintaining the Fire Service's portion of the Web page on the Township's website.
- Working directly with GIS on boundary maps, response districts ensuring accuracy of station maps and keeping the Office of the Fire Chief up to date.
- Captures minutes of senior officers' meetings.
- Attends quarterly Health & Safety meetings, capturing and distributing meeting minutes as needed
- Assists with updating staff job descriptions as needed
- Acts as the point of contact for the fire department's service level agreements, ensuring they are up to date
- Works closely with Records Retention to ensure adherence to all applicable policies and procedures
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Minimum of two (2) years of Community College Diploma in Business Administrative Support or equivalent from an accredited college.
- Minimum of three (3) years of experience in a clerical/ administrative assistant role/position (preferably in a Fire Services environment).
- Must possess a working knowledge of relevant Fire Service Section 21 Guidance notes, practices and Standard Operating Guidelines.
- Must possess a working knowledge of the Ontario Fire Marshal's Standard Incident reporting codes and language.
- Must possess a working knowledge of Municipal, Provincial and Federal legislation relating to the Fire Service.
- Skill and efficiency required in the use of computers, including but not limited to: Microsoft Word, Excel and PowerPoint software, Outlook email, Firehouse, Laserfiche, CRM, Great Plains, Land Manager and GIS software.
- Excellent customer service and inter-personal skills, public relations, report writing, communications, presentation and organizational skills.
- Ability to deal effectively with the general public, local businesses, all levels of staff, the media, community organizations, government agencies and other departmental contacts.
- Thorough knowledge and understanding of record keeping and retention.
- Thorough knowledge of the English language and grammar.
- Thorough knowledge of the Fire Service and its operation.
- Thorough knowledge and understanding of the Fire Service Chain-of-Command.

Conditions of Employment:

- Required to work under the direction of the Fire Chief in an environment involving mental and visual concentration with frequent/ anticipated interruptions.
- Work involves confidential matters relating to public safety, municipal hazard assessments, sensitive information relating to incidents and fire department staff.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Ability to work in a multi-task environment, and at times under pressure.
- Ability to work independently in the absence of the Fire Chief/ Deputy Chiefs.
- Ability and willingness to work outside of normal operation hours such as evenings and weekends, as scheduled by the Office of the Fire Chief.
- Travel between Fire Department headquarters and Township Municipal Centre (Re: attending Communication Committee meetings).
- Valid Class G driver's license with clean driver's abstract.
- Must be legally authorized to work in Canada.



Salary Range: \$61,861 - \$75,257 (2025 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on June 26, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.