

**Township of Cavan Monaghan
Job Description**

Position: **Administrator for Protective Services (12-month contract)**

Reports to: Fire Chief

This Job Description is effective: October 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, and 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 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.
4. Prepare and code all invoices within the department. Record, sort and file all invoices accordingly.
5. Responsible for ordering materials and supplies as directed by the Fire Chief and maintaining inventory records and supply tracking.
6. Prepare monthly invoices for 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. Assist 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 preparing reports for all

transactions and submitting 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. Ensure the confidentiality of all departmental information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

12. Assist 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. Receive online burn permit submissions and create and manage burn permit processes including but not limited to monthly billing and reconciliation.

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

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

16. Prepare and process payroll within the Protective Services department.

17. Prepare meeting agendas and record minutes as required.

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

19. Perform 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 12-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 1-3 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 considered an asset.
- Excellent computer skills.
- Proven ability to communicate effectively.
- Experience in municipal government is considered an asset.

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:


Chief Administrative Officer

Oct. 1/25
Date

