



REGIONAL DISTRICT OF BULKLEY-NECHAKO Staff Job Description

Job Title: Temporary Administrative Assistant
Date Prepared: August 11, 2021
Department: Protective Services
Reports to: Director of Protective Services

SUMMARY

The Temporary Protective Services Administrative Assistant is responsible for a wide range of activities in support of the Regional District of Bulkley-Nechako's Protective Services Department. The Protective Services Department is responsible for the Emergency Preparedness Planning Service, 9-1-1 Service, Rural Fire Protection Services, and the Occupational Health and Safety Program.

This position will receive direction from the Director of Protective Services, Regional Fire Chief, and Emergency Preparedness Coordinator for various projects within the Protective Services Department and provide support to all Protective Services staff.

Key Qualities:

- Excellent work ethic.
- Self-motivated.
- Strong problem-solving abilities.
- Excellent oral and written communication skills.
- Diligent time management and prioritization skills.
- Detail oriented.
- Strives to achieve high quality work output.
- Positive problem-solving approach.
- Positive and enthusiastic attitude
- Capable of working independently and in a team environment.
- Keen interest in learning new concepts.

Expectations:

- Exceptional Microsoft Office capabilities.
- Punctual.
- Adherence to office policies and department procedures.
- Support overall department projects as directed.
- Ensure workflow is as efficient and effective as possible.

Responsibilities include but are not limited to:

- Ensuring the Protective Services contact database is up to date and reviewed annually.
- Assisting in the development of documentation.
- Scheduling, planning for and note taking at Protective Services Department organized meetings.
- Clerical support.
- Coordination of staff training.
- Reviewing, maintaining, and updating the Protective Services website information and social media platforms.
- Data entry tracking and maintenance of spreadsheets.
- Other duties as assigned.