Brandon Fire & Emergency Services Administrative Specialist
BFES – Operations

Competition #130

Please apply with a cover letter and resume online at: https://jobbank.brandon.ca/

Position Conditions:

Rate of Pay: $39.94 – $41.96 per hour (2025 rates)

Closing Date: 11:59 PM on July 21, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

Under the direction of the Chief/Deputy Fire Chiefs, to support Department Management by performing a variety of administrative, financial, clerical, and customer service duties for Brandon Fire and Emergency Services. The Brandon Fire & Emergency Services Administrative Specialist oversees the fire department records management system and ensures that all confidential information is properly gathered and reported to both internal and external agencies. Additionally, this position communicates and reports all required information as it relates to the contract between Shared Health and the City of Brandon, creating documents and funding letters to obtain additional staffing, equipment, and licensing.

TYPICAL DUTIES AND RESPONSIBILITIES

General Administration

- Supervises the Department clerical staff, by assigning work and delivering training on issues related to areas of expertise
- Manages customer and employee inquiries and acts as a resource person to employees for information regarding services provided by Brandon Fire and   Emergency Services
- Prepares, distributes, and maintains confidential material concerning a variety of complex subjects, statistics, compose letters and memos from general instructions or answer routine correspondence; prepare confidential reports as directed
- Organizes events such as the Brandon Emergency Services Conferences and schedules appointments and meetings as required
- Provides support services at meetings and hearings, transcribing from notes

Department Support

- Participates in training and development opportunities as directed by Management
- Actively participates in Contract negotiations
- Represents the Department on Committees (internal and external) as directed by Management
- Provides public relations support for activities as directed by Management
- Arranges for registration at conferences, conventions, educational courses and seminars and makes travel arrangements as required
- Reach out to corporate partners as a grant writer to receive additional funding for the department
- Oversees communications
- Documentation is completed properly for investigation report requests
- Ensures audits are in place to reduce liability associated with incidents and training

Fire Department Management Database

- Administrates and oversees the department's records management database system
- Manages the database to ensure accurate entries and secure information
- Develops comprehensive reports and statistics from the database
- Troubleshoots and restores system when user problems occur
- Creates user security access
- Assist with training users

Financial & Payroll Responsibilities

- Manages payroll, including, but not limited to data entry, tracking, auditing and reporting
- Prepares, monitors and oversees purchase requisitions, approvals for payment, purchasing, card/credit card summaries, accounts receivable billings and payroll summaries
- Oversees monthly/annual budget and maintains related operating and capital budget forms and records such as job cost tracking for special projects and grants   for all divisions of the department

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Post-secondary certification in office or business administration or related field
- Proficiency in Word and Excel (Intermediate Level)
- Five (5) years' experience in an administrative field to have demonstrated competence in related tasks

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary education or coursework related to Fire Department or Protective Services Operations
- Financial Accounting Diploma from a recognized post secondary institution
- Supervisory experience or previous leadership experience
- Accounting knowledge and related experience
- Proficiency in Word and Excel (Advanced Level)
- Certificate in Leadership from a recognized post secondary institution

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

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WORK CONDITIONS

The Administrative Support works independently and as part of a team providing support to a variety of people.

- Wide variety of tasks requiring ability to manage multiple unrelated projects and make independent decisions (daily)
- Self-motivated and quality driven to perform independent projects (daily)
- Work in a shared and consultative manner with other employees (daily)

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!