



King is Hiring
Executive Assistant to the Fire Chief
Maternity Leave Contract

One year contract beginning November 16, 2015 to February 2017

King Township is seeking applications from qualified individuals for the maternity leave contract position of Executive Assistant to the Fire Chief. With a population of approximately 24,000, King Township is a mostly rural community located 20 minutes north of Toronto in the Regional Municipality of York.

Reporting to the Fire Chief this position is responsible for the following:

- Providing administrative and management support.
- Performing administrative duties associated with the day to day operations of the Fire Department.
- Accurately maintaining King Fire & Emergency Services personnel files and training records, and maintaining confidential baseline medical information.
- Preparing timely and accurate payroll information for firefighters.
- Drafting, editing and typing confidential correspondences, reports, contracts and agreements relating to all aspects of the Fire & Emergency Services Department.

The successful applicant will possess:

- A minimum of two (2) years' Community College Diploma in Administrative Support or equivalent.
- A minimum of two (2) years of experience in a Fire Services environment.
- A working knowledge of relevant Fire Service Section 21 Guidance notes, practices and Standard Operating Guidelines.
- A working knowledge of the Ontario Fire Marshal's Standard Incident reporting codes and language.
- A working knowledge of Municipal, Provincial and Federal legislation relating to the Fire Service/Emergency Management Coordinator.

Hourly Range: \$24 - \$26

Qualified candidates are requested to forward their resume by October 9 to:

Human Resources
2075 King Road
King City, Ontario
L7B 1A1
E-Mail: hr@king.ca

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, 2075 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](#) 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.