

## **ADMINISTRATIVE OFFICERS**

### **GENERAL**

1. The role of Administrative Officers is to implement all administrative policies within their Unit, and to assist the Commissioner/Superintendent in all administrative matters related to their Unit. The Administrative Officer is part of a management team, and is expected to work in a mutually supportive and beneficial role.

### **QUALIFICATIONS**

2. Administrative Officers must have the following qualifications:
  - a. minimum 18 years of age;
  - b. thorough knowledge of all Brigade policies and procedures;
  - c. computer skills (optional, dependent on Unit requirements).

### **FUNCTIONS**

3. All Administrative Officers are subject to the same rules and regulations as all other members of the Brigade, as set out in StJCI: Part 2.
4. Administrative Officers are directly responsible to the Commissioner/Superintendent in their appointed level. Administrative Officers are also responsible to their next senior Administrative Officer, and are therefore entitled to communicate directly with this officer on administrative matters.
5. Duties of Administrative Officers are to:
  - a. maintain current knowledge of Brigade policies and procedures, and keep their Unit members aware of all amendments;
  - b. complete all written reports, forms, minutes, records and returns; and file, submit or post as required and on a timely basis;
  - c. maintain and submit up-to-date records for every member in their Unit, according to details outlined in StJCI 2-8-1 on Personnel Administration;
  - d. monitor member records to ensure every member has received their appropriate service awards (see StJCI 2-6-1 on Awards);
  - e. provide statistics to other officers within their Unit or higher Units, as requested, on such things as the number of members, hours of service, status of members and training qualifications; and
  - f. maintain a central filing system for all Unit correspondence, records and minutes.