

TITLE: Administrative Secretary - Operations
DEPARTMENT: Operations
REPORTS TO: Director of Operations or Designate

SUMMARY:

This is secretarial work involved in providing the support function for all areas of responsibility in the Operations Department. While some of these duties are of limited complexity, other duties involve tasks that are more complex.

Employees in this position must work effectively with interruptions. Independence of judgment based on a good understanding of District policies and guidelines is a component of this position. Unusual or difficult problems are referred to the appropriate supervisor.

DUTIES:

1. Processes daily work orders; assists in identifying who will complete the work and whether it is capital work or routine maintenance; assists in coordinating outside contract work with District staff, schools and contractors.
2. Assists Payroll department by performing daily entries, creating reports and maintaining time cards for Operations employees; calculates labour costs from time cards.
3. Records employee absences (including illness, vacation, leave without pay and overtime), shift differential and mileage payments and forwards to appropriate departments.
4. Assists with the daily dispatch of custodial staff, including keeping track of all open and temporary positions and filling the same on a daily basis; sends information to schools each day and advises Human Resources department.
5. Provides reception services by answering telephone, relaying messages, routine radio dispatching, emergency radio dispatching, directing visitors, scheduling appointments and responding to inquiries from District staff, contractors and the general public.
6. Processes departmental invoices; receives, codes and initiates payments, ensuring they are charged appropriately before forwarding to supervisor for final approval; maintains records of school billed projects and yearly permits and licenses.
7. Assists Human Resources department with updates to seniority lists and address lists; tracks probationary periods of new employees and informs Human Resources of relevant seniority dates.

8. Receives, prepares and, if required, composes a variety of correspondence, letters, forms, reports and other documents which include confidential personnel matters and sensitive facilities issues.
9. Maintains department key log and issues keys in accordance with set procedures to staff and public; maintains grand master key log and database for alarm codes.
10. Maintains and balances Operations Department petty cash fund.
11. Operates standard office equipment, including a personal computer, mike phone, adding machine, fax machine and provides first line maintenance to all general office equipment.
12. Provides backup coverage for the Rentals Coordinator/Health & Safety Secretary.
13. Performs other related duties as may be reasonably expected of a person in this position.

QUALIFICATIONS:

Education – the applicant must have completed:

- Grade 12 education supplemented by successful completion of formal post secondary secretarial training of up to one year duration or an equivalent combination of training and experience.

Skills – the applicant must have:

- Intermediate computer skills are required
- Strong interpersonal and communications skills
- Ability to show tact, courtesy and discretion in dealing with others, including acknowledging the need for confidentiality with regard to information (s)he has access to in the course of his/her duties
- Ability to follow established methods and procedures while exercising independent judgment when necessary

Experience – the applicant must have:

- Three years current experience in a secretarial position

Other – the applicant must:

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)

(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**ADVICE OF RATING**

| | |
|-----------------|--|
| EMPLOYEE NAME: | |
| JOB TITLE: | 25 – Administrative Secretary – Operations |
| LOCATION: | Operations Department |
| EFFECTIVE DATE: | |

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

| Factor | Edu | Exp | Jud | A/D | Phy | Dex | Acc | Saf | Sup | Con | W/C |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Degree | 4 | 6 | 2 | 3 | 3 | 4 | 2 | 1 | 1 | 3 | 2 |
| Total Points | 301 | | | | | | | | | | |

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| RATING CLASSIFICATION: LEVEL | 11 |
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