

TITLE: Rentals/Health & Safety Secretary
SECTION: Operations
REPORTS TO: Director of Operations

SUMMARY:

Under the direction of the Director of Operations or designate provides school facilities rental coordination and clerical services to the Operations Department and secretarial services to the Health and Safety Department and as required provides assistance to the Transportation Department.

DUTIES:

OPERATIONS DEPARTMENT:

1. Receives, processes and records applications from schools and the public for the rental of district facilities and informs affected Administrative Officers of such requests and maintains rental contract information.
2. Advises Manager of Facilities of any physical set-up of facilities as required by renters, costs and processes invoices and receipts for rentals and tracks key deposits as required and follows up on past-due accounts. Calculates and prepares annual percentage site earnings requests.
3. Types and distributes a variety of correspondence, forms, agenda, minutes and reports and other documents which may include confidential personal matters and sensitive facilities issues.
4. Maintains and monitors the various computerized and manual records of the District Safety Office.
5. Prepares agenda material, takes and transcribes minutes of the Health and Safety Meetings.
6. Compiles and prepares written materials relevant to various Health and Safety programs utilizing specialized software
7. Provides a variety of clerical duties including the processing of requisitions and forms.
8. Issues keys in accordance with set procedures and maintains the District Key inventory.
9. Provides reception services by answering telephones, relaying messages, directing visitors and responding to routine inquiries.
10. Prepares and distributes school district identification tags as required.

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11. Provides back-up coverage for the Administrative Secretary -Operations.
12. Operates standard office equipment, including a personal computer, two-way radio, photocopier, fax machine, postage meter, adding machine and provides first-line maintenance as required.
13. May, on occasion, be required to perform other job-related duties as assigned.

DUTIES:

TRANSPORTATION DEPARTMENT:

1. Provides reception services to the Transportation Department by answering telephones, relaying messages, directing visitors and responding to routine inquiries.
2. Receives and collects payments and records receipts in the district's financial software.
3. Receives and processes school bus registration forms and maintains the database which track the movement of the pupils on regularly scheduled routes.

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QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months

Skills - the applicant must have

- Intermediate computer skills.

Experience - the applicant must have

- Experience in a clerical position for a period of greater than 3 months.

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:	71 – Rentals/Health and Safety Secretary
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	3	2	3	3	4	3	1	1	3	2
Total Points	269										

RATING CLASSIFICATION: LEVEL	9
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