



# ADMINISTRATIVE ASSISTANT (OPERATIONS)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

This is a senior administrative assistant position reporting to the Director of Operations and Assistant Secretary-Treasurer. The Administrative Assistant (Operations) performs a wide range of administrative tasks in support of SD72's Operations Department (Maintenance, Transportation, and Custodial).

## SPECIFIC RESPONSIBILITIES

- Providing a wide variety of administrative support to the Director of Operations.
- Under the direction of the supervisor, uses and administers the computerized work order system including receiving and processing service requests from school sites, ensuring information is accurate and complete.
- Acting as first point of contact for routine, and sometimes emergency, requests for maintenance works.
- Providing receptionist duties at the Maintenance Yard including screening visitors and responding to a wide variety of external/internal inquiries by telephone, e-mail, or in-person.
- Using a wide variety of software applications including financial software, emergency management, and others.
- Digitizing and organizing safety records and files.
- Providing support to training, education, and resource management for the Operations Divisions health and safety program.
- Scheduling and coordinating the new employee orientation and safety training.
- Provides back-up support to the Administrative Assistant (Transportation).
- Liaises with outside agencies as required including but not limited to contractors, regulatory bodies, service providers.
- Maintaining departmental records and files both physical and electronic.
- Organizing, scheduling, and preparing agenda/minutes for a wide variety of meetings.
- Purchasing and procurement duties including the processing of invoices, preparation and issuance of purchase orders, and coordination of service contracts.
- Performing aspects of bookkeeping functions, including budget and cost tracking, processing expense claims and spreadsheet analysis.
- Other related duties as assigned.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.
- Three years recent full-time equivalent office administration experience in a school or district department.
- Thorough bookkeeping knowledge and experience, including accounts receivable, accounts payable, budget reporting, reconciliations, and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated knowledge of the MyEd BC student administration system.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties and diplomacy.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- One-year administrative assistant/bookkeeping diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Liaises and works in cooperation with colleagues.
- Builds respectful relationships with colleagues.
- Frequent interaction with other school district employees, parents, and students.

## **REPORTING STRUCTURE**

- Reports to the Director of Operations and to the Assistant Secretary-Treasurer.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Administrative Assistant I and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.