



ADMINISTRATIVE ASSISTANT (TRANSPORTATION)

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 (Transportation) performs a wide range of administrative tasks in support of the Director of Operations, with daily direction by the Head Bus Driver for transportation dispatch duties.

SPECIFIC RESPONSIBILITIES

- Providing a wide variety of administrative support to the Director of Operations.
- Performs routine administration of utilities, including reporting and investigation of consumption trends, reviewing invoices for accuracy, and assisting in preparation of utilities budget forecasts.
- Uses the computerized work order system in an administrator capacity, including organization of preventive maintenance programs, creation of projects, and preparing routine reports.
- Performs a wide variety of administrative duties, including those duties related to service contracts, building and operating permits, and capital projects.
- Creates purchase requisitions, processes invoices and submits purchase orders for payment.
- Organizes and maintains a comprehensive filing system, including property records and building drawings.
- Compiles, checks, and reports data related to mandated climate action initiatives (Clean Government Reporting Tool).
- Responsible for posting daily trip sheets and dispatching transportation staff and equipment, ensuring that staff assignment and documentation is appropriate, accurate and complies with regulatory requirements.
- Coordinates, controls, and schedules field trips booked through the Transportation Department, including the timely processing of chargebacks to schools and departments.
- Coordinates school bus pass system by collecting names of eligible riders, producing bus passes, and responding to lost or damaged bus passes.
- Provides back-up support to the Administrative Assistant (Operations) as required, which may require emergency response dispatcher training.
- 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.
- A demonstrated ability to learn software applications (e.g., Microsoft Office Suite of Programs, ebase, Maintenance and Energy Management modules, Clean Government Reporting Tool, CIMS, MyEdBC, School Messenger, Zonar).

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.
- Frequent interaction with other school district employees, parents, and students.

REPORTING STRUCTURE

- Reports to the Head Bus Driver, 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.