



School District #54 (Bulkley Valley)
JOB DESCRIPTION
CLERICAL – SECRETARY 2 (MAINTENANCE)
Location: Maintenance Department

SUMMARY:

Reporting to the Director of Facilities & Maintenance, the Secretary 2 (Maintenance) provides confidential clerical and reception support to Administration; performs financial and dispatch duties; works with administration to organize casual support staff, and ensures the efficient operation of the Maintenance office. Duties will vary as specified by Administration.

DUTIES


- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, faxing, record keeping, expense claims, bus lists, bus requests, maintaining an inventory of materials/supplies, sorting and distributing mail, managing newsletters and permission slips, typing routine and confidential correspondence
- Maintains database information systems and generates reports as required
- Manages and reports on energy and district utility systems
- Maintains current knowledge of routes and locations to assure timely services and accurate information
- Ensures access to up to date route sheets for each scheduled route including hazards and alerts
- Manages district dispatch system
- Assists Administration with allocating the yearly financial and budgeting systems including: processing of purchase orders, approving invoices for payment, district credit cards and publication of account balances
- Maintains the facility booking and rental system, including accounts, the collection of cash, issuing receipts, month-end balancing and disbursement and reconciliation of petty cash
- Answers inquiries and provides assistance to students, teachers, administration and the public
- Assists administration in the organization of field trips
- Assists in organization of casual custodial, transportation employees
- Assists administration in the organization of Occupational Health & Safety clerical requirements
- Maintenance of time sheets and staff absences for submission to the School Board Office
- Communicates effectively, both orally and in writing
- Self-motivated, self-directed and flexible, with good organization and planning skills
- Works independently with constant interruptions
- Updates annual staff handbook including: School Emergency and Crisis Response Plan
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information
- Works as a team member to manage the total office workload and develop and efficient procedures
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one-year current Office Administration training or equivalent combination of relevant training and experience
- Minimum of one-year current relevant office experience
- Experience with the operation of two-way radios would be an asset
- Level I First Aid certification would be an asset
- Demonstrate exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with the Motor Vehicle Act (MVA) would be an asset
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer

Job Descriptions

Secretary 2 (Maintenance)

2016 / 2017