



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Administrative Secretary 3 – Area Office
CLASSIFICATION	
DEPARTMENT	Administration
LOCATION	Area Office
REPORTS TO	Area Superintendent
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Administrative Secretary provides confidential and complex support to the Area Superintendent and, when applicable to the Area Administrative Officer. The incumbent coordinates the administrative functions within the Area office, related to personnel, finance and general administrative secretarial support. This position requires the ability to work independently and collaboratively with a high degree of initiative and independent judgment. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills. The incumbent also carries out minor projects and participates in a secretarial capacity to committees.

QUALIFICATIONS

Education

- Two-year post-secondary education in a related discipline from a recognized educational institution.

Experience

- Three years administrative secretarial experience.

Knowledge, Skills and Abilities

- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and databases applications.
- Knowledge of Division policies and procedures.
- Excellent written and verbal communication skills.
- Excellent interpersonal and customer relation skills.
- Strong organizational and time management skills.
- Ability to acknowledge and/or reply to routine correspondence independently on a regular basis.
- Ability to establish and maintain effective working relationships with Division staff and the general public.

- Ability to exercise initiative and judgment in determine work priorities and to work with minimal direct supervision.
- Ability to work independently and collaboratively with others.

DUTIES AND RESPONSIBILITIES

General support to the Area Superintendent

- Provides support to Area Superintendent with respect to program requirements as assigned by the Division.
- Provides support to the Area Superintendent, including coordinating the daily administrative functions of the Area office.
- Provides confidential support to the Area Superintendent such as composing and editing correspondence and memoranda from verbal direction or from knowledge of policies.
- Prepares month-end and annual reports for submission to Division office.
- Demonstrates excellent interpersonal and customer relations skills.
- Advises the Area Superintendent of deadlines.
- Arranges meetings and prepares meeting materials.
- Arranges appointments, travel and accommodation for Area office and Area staff.
- Acknowledges and/or replies to routine correspondence independently on a regular basis.
- Assists school secretaries with administrative queries, e.g. computer programs, policies and procedures.
- Verifies information received from schools for submission to Division office.
- Verifies expenditures for purchasing orders, invoices and bills for Area purchases and processes payment.
- Assists Administrative Officer with preparation of housing lease agreements.
- Confirms/verifies travel expenses for payment.

Personnel

- Ensures all appointment, termination, leave request and personnel-related forms are completed and submitted to Human Resources.
- Inputs employee absences in a human resources information system and ensures data is entered on a timely basis to meet Payroll deadlines.
- Follows up on absence reports from schools to ensure reports are accurate and submissions are complete.
- Submits Criminal Record Check and Child Abuse Registry forms to Human Resources for record keeping.
- Creates lists of teacher hires, attendance at workshops, accommodation arrangements, and coordinates with Chief Superintendent's office for new teacher orientation.
- Maintains current files of teacher applications and sorts into program/grade areas.

School Committee/Area Advisory Meetings and Area Conferences, when applicable.

- Arranges travel, accommodations and meals.
- Prepares meeting materials.
- Creates/mounts displays for meetings.

Area Secretarial Support

- Provides secretarial support to Area Superintendent, Area Administrative Officer and consultants as required.
- Assists with reception and switchboard duties for Area Office.
- Arranges conference room bookings.
- Maintains current general administration filing system, personnel filing system and Area Superintendent's and Area Administrative Officer's filing system.

Performs other related duties as assigned.

CONTACTS

Division, Area and school personnel
External agencies/organizations
Community members

WORKING CONDITIONS

General office conditions
This is a 12 month per year position.

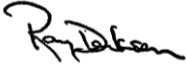


PHYSICAL AND VISUAL REQUIREMENTS

Ability to lift boxes (up to 15 kg), i.e. mailing parcels.
Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

EQUIPMENT USED

General office equipment.
Personal computer and a variety of software packages.

APPROVED

	March 9, 2012
Signature, Chief Superintendent	Date
	March 9, 2012
Signature, Secretary-Treasurer	Date
	March 9, 2012
Signature, Human Resources Coordinator	Date