



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
--

<b>JOB TITLE</b>	Administrative Secretary 4 – Office of the Chief Superintendent
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Chief Superintendent
<b>LOCATION</b>	Division Office
<b>REPORTS TO</b>	Executive Assistant to the Chief Superintendent
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three Months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The Administrative Secretary provides administrative/secretarial duties at a Divisional level for the Chief Superintendent under the supervision of the Executive Assistant to the Chief Superintendent. The position entails a high degree of responsibility and requires the ability to communicate with a wide range of contacts. The incumbent’s work involves sensitive issues and confidential information. The Administrative Secretary provides administrative/secretarial support to standing committees of the Board and Superintendent’s meetings. The incumbent also monitors and manages the Division’s Student Awards Program and the School Committee long-term Service Awards. The incumbent carries out minor projects and organizes and maintains office files. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

**QUALIFICATIONS**

Education

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

Experience

- Three years related experience in a senior position in a large and complex organization.

Knowledge, Skills and Abilities

- Knowledge of Division policies, practices and procedures in addition to knowledge of government administration.
- Proficiency in a variety of computer applications, technical systems and applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software including database applications as well as desktop publishing software.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Excellent interpersonal and customer relations skills.
- Ability to exercise initiative and judgment in determining work priorities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees and the public.

- Ability to maintain confidentiality in and outside the organization.
- Ability to adapt to changing requirements, maintaining effectiveness in varying circumstances.
- Ability to work independently and collaboratively with others in a participative environment.

## **DUTIES AND RESPONSIBILITIES**

### General Administrative Support for the Chief Superintendent and Executive Assistant to the Chief Superintendent

- Provides confidential administrative/secretarial support to the Chief Superintendent, such as composing and editing correspondence and memoranda from dictation, verbal direction or from knowledge of policies.
- Provides administrative/secretarial support to standing committees of the Board and Superintendent's meetings, including preparing agenda, material for meetings and minutes.
- Provides administrative secretarial services to other Division personnel as may be assigned.
- Processes various administrative records, enters information on computer and organizes and maintains office files.
- Arranges meetings, travel and accommodations.
- Demonstrates excellent interpersonal and customer relations skills.

### Awards Program/High School Graduation

- Monitors and manages the Division's Student Awards Program.
- Monitors/tracks School Committee Long-Term Service Awards.
- Monitors and manages the Division and Provincial High School Diplomas.
- Maintains graduation statistics for files.

### Annual School Committee Conference and Annual August Administrators' Session

- Participates as a member of the planning committees for the Annual School Committee Conference and the Annual August Administrators' session.
- Liaises with the Executive Assistant to the Chief Superintendent and the convening hotel for meeting requirements.
- Distributes all materials for the sessions.
- Compiles and distributes evaluations.

### Annual Publications

- Assists in the compilation and distribution of the Division calendar.
- Updates/maintains and distributes Division Personnel directory, "School and Office Directory" and "School Listings".
- Maintains database for Frontier Northerner and distributes newspaper.

### Financial

- Records and compiles monthly corporate card statements for the Chief Superintendent and the Executive Assistant.
- Monitors and reviews expenses, prepares cost breakdown(s), and forwards invoices for payment.

Division Website

- Assists Executive Assistant to Chief Superintendent with updates to Division web site.

Division Secretarial Support

- Assists Administrative Secretarial staff with incoming/outgoing Division office mail, switchboard and reception relief.
- Provides support to Administrative Secretary to Secretary-Treasurer.

Performs other duties as assigned.

**CONTACTS**

Frontier School Board of Trustees  
 Division, Area, and school personnel.  
 Area and School Committee/Authority members  
 Students, parents and the general public  
 Provincial and Federal governments and other agencies  
 Elected leaders

**WORKING CONDITIONS**

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

**PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift 15 kg (i.e. packing school calendars, etc.).  
 Visual concentration and repetitive keyboarding duties approximately 70% of the time.

**EQUIPMENT USED**

General office equipment, including transcription equipment  
 Computer equipment and peripherals

**APPROVED**

	March 9, 2012
---	---------------

Signature, Chief Superintendent Date

	March 9, 2012
---	---------------

Signature, Secretary-Treasurer Date

	March 9, 2012
---	---------------

Signature, Human Resources Coordinator Date