



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Administrative Secretary 4 – Secretary-Treasurer
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Office of the Secretary-Treasurer
<b>LOCATION</b>	Division Office
<b>REPORTS TO</b>	Secretary-Treasurer
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The Administrative Secretary provides administrative/secretarial support at a Divisional level for the Secretary-Treasurer. The incumbent also provides support for the Secretary-Treasurer’s Department including Assistant Secretary-Treasurer, Payroll, Facilities, Purchasing and Transportation Departments. Duties are normally of a highly sensitive and confidential nature. Responsibilities require attention to detail in the preparation of documents. The Administrative Secretary also carries out minor projects and participates in an administrative/secretarial capacity to the Board of Trustees and to standing committees of the Board. The incumbent demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

**QUALIFICATIONS**

Education

- Two year post-secondary education in a related discipline 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 procedures (Indian and Northern Affairs Canada, Public Schools Finance Board, Schools Finance Board).
- Proficiency in a variety of computer 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 and to work with minimal direct supervision.
- Ability to maintain confidentiality in and outside the organization.

- Ability to deal effectively with the public.
- Ability to acknowledge and/or reply to routine correspondence independently on a regular basis.
- 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 Secretary-Treasurer and the Secretary-Treasurer's Department

- Provides administrative/secretarial support to the Secretary-Treasurer including sending reports to the Province regarding annual Budget, Audited Financial Statements, five-year Capital Plan, mill rate, debenture by-laws, borrowing by-law, and school bus purchases.
- Provides confidential administrative/secretarial support to the Secretary Treasurer such as composing and editing correspondence and memoranda from dictation, verbal direction or from knowledge of policies.
- Provides administrative/secretarial support to the Secretary-Treasurer's Department, including the Assistant Secretary-Treasurer, Facilities, Purchasing, Transportation and the Workplace Safety and Health Committee.
- Prepares monthly reports for Board meetings.
- Arranges meetings, travel and accommodations.
- Demonstrates excellent interpersonal and customer relations skills.
- Prepares monthly Visa reconciliations.
- Maintains official and archival records of all Divisional business contracts and agreements.

### Frontier School Board Support

- Provides administrative/secretarial support to the Board and standing committees of the Board including preparing agenda, material for meetings and minutes.
- Arranges travel and accommodation for monthly Board meetings and conferences for Trustees.
- Formats and distributes monthly Board meeting minutes.
- Compiles and collates incoming and outgoing correspondence for the Board's meetings and circulation files.

### Chief Superintendent Department - Annual Sessions

- Member of the planning committees for the Annual School Committee Conference, and the Annual August Administrators' sessions.
- Liaises with the Executive Assistant to the Chief Superintendent on possible hotel convenors, tours hotel sites and works with convening hotel regarding preparation for Annual Sessions.
- Compiles stipend information for Annual School Committee Conference.

### Division Website

- Drafts and uploads Division web site information for Employee Pension Committee and Employee Benefits Committee and other departmental resource materials.

Division Secretarial Support

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

Performs other duties as assigned.

**CONTACTS**

Division, Area, and school personnel

Board of Trustees

External agencies including Manitoba Education, Indian and Northern Affairs Canada, The Public Schools Finance Board, Schools Finance Branch

Chiefs and Councils

School Committees

Mayors and Councils

**WORKING CONDITIONS**

General office conditions.

This position is a 12 month per year position.

**PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift up to 15 kg.

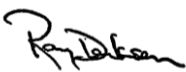


Visual concentration and repetitive keyboarding duties approximately 70% of the time.

**EQUIPMENT USED**

General office equipment

Personal computer and related software

**APPROVED**

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