



## **JOB DESCRIPTION**

Salary Grade: 6 CUPE 1328
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**Job Title:**  
**Corporate Services Technician**

### **PRIMARY FUNCTION**

The primary purpose of this job is to provide assistance in the maintenance of the various policy, procedure and By-laws manuals of the Board, and to provide background research on policies.

### **MAIN RESPONSIBILITIES**

1. Maintains the various policy, procedure and By-laws manuals of the TCDSB (e.g. TCDSB Policy Register, TCDSB By-Laws manual, School Administrators Manual, etc.) by:
  - drafting minor changes to policies/procedures/By-laws for review by the Coordinator, as directed
  - receiving the formal copy of the revised and new policy/procedure/By-law from the Coordinator, ensuring proper numbering and sending to printing
  - maintaining accurate and up-to-date distribution lists
  - distributing updates to all manual holders
  - maintaining a supply of all manuals for distribution
  - providing copies of appropriate manuals to staff.
2. Assists in the development or revision of new or existing policies/procedures/By-laws by:
  - contacting other Boards and institutions for data
  - reviewing past and present Board decisions, policies and resolutions
  - accessing corporate records and archives
  - gathering all pertinent data on the topic/issue/policy etc. as directed

- presenting data to Coordinator for policy/procedure/By-law development and/or drafting policy, as directed.
3. Maintains up-to-date and accurate records for all Board/Director appointments to other Boards, Agencies, Organizations or Committees by:
    - preparing accurate listings of all appointments
    - keeping records of complete documentation on appointments, i.e. terms of reference, duration of term, re-appointment dates, etc.
    - preparing draft appointment announcements for the Directors' Bulletin, for review by the Coordinator
    - receiving and updating changes to appointment records (e.g. terms of reference).
  4. Provides assistance to the Recording Secretary Section by:
    - assisting at the Public session of the Committee of the Whole Board and Board Meetings
    - photocopying reports, agendas, etc. at meetings as required
    - ensuring that delegations complete registration cards at Board/Committee meetings.
  5. Provides administrative assistance in the processing of Freedom of Information requests, as required.
  6. Performs other duties as assigned or required.

**SKILL**

- 3 year community college diploma in related field or equivalent.
- 1 – 2 years related experience.

**EFFORT**

- Complexity of the job is in understanding policy/procedure/By-law development and in conducting appropriate research and preparing an accurate and effective draft, as required. Complexity in ensuring an organized system of record keeping to maintain up-to-date manuals and records of all appointments.
- Visual concentration during research and record keeping activities (35 – 65%).

**RESPONSIBILITY**

- Some independence of action in determining sources of information, analyzing data and identifying potential problems. Accountable for determining pertinent information for policy development. Accountable for maintaining up-to-date manuals and records.

- Insufficient/inadequate research would delay policy/procedure/By-law development or in extreme cases result in inappropriate proposals from the Coordinator. Errors in the maintenance of manuals and appointment data could be inconvenient for staff.
- Contacts with all levels of Board personnel for exchange of information. Contacts with other Boards and Agencies to gather research data.

### **WORKING CONDITIONS**

- Open office concept environment.
- Stress from deadlines. 2-4 occasions of evening meetings per month.