



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:

Secretary – Curriculum Support Unit, Plant (East/West Facilities)

PRIMARY FUNCTION

The primary function of this job is to provide secretarial/administrative services to the department.

MAIN RESPONSIBILITIES

1. Provides secretarial services for the immediate department by performing such duties as:
 - utilizing word processing software on computer to keyboard such material as correspondence, memos, letters, agenda, minutes, notices, certificates etc.
 - utilizing established formats or creating new formats/setups , as necessary (e.g. certificates)
 - composing correspondence, minutes of meetings, bulletins, manuals, RFP, RFQ and/or composing the said documents from rough outlines provided by supervisor
 - preparing and distributing grievance responses
 - input job plans for PM programs
 - responding to telephone enquiries and taking messages for staff or channelling to proper person
 - maintaining appointment and meeting schedules, booking rooms, preparing materials and advising all concerned
 - utilizing shorthand (for minutes taking)/dictaphone as necessary
 - maintaining filing and follow up systems (e.g. personal and grievances files) as necessary

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- sorting and distributing mail
 - utilizing appropriate computer software to provide secretarial services (e.g. SAP, SEMS, Prescient, Microsoft Office Suite etc.)
2. Co-ordinates activities for the department by performing duties such as:
- liaising with administrative staff, custodial/maintenance staff, consultants and vendors, and performing secretarial/clerical duties to enable the smooth processing/operation of the department (e.g. organizing meetings, inservices, training seminars etc.)
 - maintaining computer files, by updating data (e.g. update Capital Project Budget spreadsheets)
 - keeping all parties advised of matters by forwarding copies of material (e.g. agendas, minutes of meetings, correspondence, memos etc) by e-mail/telephone, as necessary.
3. Assist the management staff in maintaining and keeping track of the budget accounts by:
- processing budgets for discretionary and consumable/equipment repair budgets (with reference to Schedule B of CUPE 1280 Collective Agreement)
 - assisting the management staff with summarizing their budgets and creating reports (e.g. Financial Reports)
 - preparing reports for the management staff relating to any discrepancies in budget expenditures i.e. contractual accounts, custodial consumable supplies, equipment repairs, pest control etc.
 - validating expenditures on snowplow, grass cutting and extra contracts
4. Provides administrative support to the department by performing duties, as required, such as:
- maintaining attendance and vacation records
 - keeping track of budget amounts and allocation to the right accounts (e.g. office supplies/petty cash/maintenance accounts)
 - accounts and preparing cheque requisitions and petty cash vouchers
 - creating purchase orders (e.g. A.V. parts; Capital Projects; improvement requests for schools)
 - executing all SAP procedures for improvement requests at schools and creating work orders as advised by the Service Quality Supervisors
 - validating all incoming invoices from vendors and contractor, investigating problem invoices, as necessary
5. Performs other related duties as assigned or required

SKILL

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

EFFORT

- Complexity of the job is in effectively coordinating the various activities, recognizing variations in process and adjusting to ensure efficient completion. Scheduling and prioritizing work.
- 65%+ visual concentration and manual dexterity when utilizing computer terminal. Physical exertion, when filing or handling supplies/equipment.

RESPONSIBILITY

- Decision making in the day to day processing of department activities i.e. assess the problem in an emergency and seek appropriate direction/resolution through supervisory staff; maintaining accurate records and files; investigating problem invoices
- Errors would result from the lack of thoroughness in following the outlined activities/procedures when processing/performing duties. Errors would result in delays and could inconvenience others. Errors in budget account would result in loss of time and waste.
- Contacts with staff, contractors, vendors and general public in the performance of duties.
- Exposed to confidential matters.

WORKING CONDITIONS

- Open concept office environment. Noise from the trades shop can be excessive at times.
- Stress from meeting deadlines and interruptions. Stress from performing duties for several staff. Stress from multi task demands.