

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Plant Services, Administrative Assistant

SUMMARY

Under direction, performs secretarial, record keeping and facility booking duties for plant and transportation services using office, accounting and scheduling software.

DUTIES

Under direction:

- Oversees booking and invoicing of district facilities for school and public use
- Takes and forwards messages; screens, refers and answers inquiries
- Compiles and maintains transportation schedules and ridership lists
- Completes statistical and other reports
- Composes and prepares routine correspondence; signs when authorized
- Receives, sends, and distributes mail
- Manages key inventory and distribution from Plant Services
- Operates office equipment and monitors operation and serviceability
- Orders, receives, distributes and inventories office supplies
- Manages petty cash account
- Monitors and operates VHF radio
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- Keyboarding speed of 60 - 80 wpm
- Working knowledge of relevant computer software systems
- 2 years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or an equivalent combination of training and experience

RELATIONSHIPS

Responsible to Director of Facilities and Transportation

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold
Secretary Treasurer

April 20, 2010

On behalf of:
CUPE Local 788

Original signed by:

Mike Bath
President

April 20, 2010

Classification: Clerical IV

JJEC approved date: April 8, 2010
JJEC housekeeping: November 14, 2019