



# BRANDON SCHOOL DIVISION

## Job Description

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| Position   | <b>Divisional Administrative Assistant</b>   |
| Department | Administrative Office  |
| Reports To | Department Administrator (Assistant Secretary-Treasurer, Assistant Superintendent Student Services, Director of Facilities & Transportation) |

### **JOB PURPOSE**

Under the direction of their respective Department's Administrator, the Divisional Administrative Assistant contributes to the smooth and efficient operation of Brandon School Division. Providing services in confidential office administration, reception, clerical, and financial support services to a variety of people in their respective departments.

### **PRIMARY RESPONSIBILITIES**

Position responsibilities may vary depending on department and therefore, activities may include any combination of reception, clerical, office administration and financial support.

#### **Reception**

- Greeting and assisting visitors, students, and staff in person or through telephone inquiries.
- Record and forward messages to appropriate recipient.
- Respond to inquiries via email or telephone, distribute faxes, maintain/update phone lists and operation of two-way radio and/or PA system to make announcements.

#### **Clerical**

- Perform data entry and file management of clinical support files, student bussing information, field trips, fleet records, school files, work orders, purchase requisitions, funding applications, meeting minutes, and special projects.
- Process and maintain cumulative and/or clinical student files by requesting, sending, documenting, and ensuring necessary documentation is in student's file (if applicable).
- Prepare documents such as memos, waivers, letters, reports, and others as required for administration, clinicians, specialists, and outside agencies.
- Distribute, organize, and maintain a variety of lists, forms, and other documents as required.
- Coordinate and schedule professional development.
- Operate postage machine and laminator as required.
- Maintain and update division website, TVs, and electronic sign (where applicable).
- Organize and maintain office files.
- Submit work orders for equipment repair and other requests.
- Maintain appropriate level of stationary/general office supplies, order and distribute supplies.
- Assist staff in maintaining copier/printer supplies and operation of photocopier.
- Book meeting rooms, appointments, travel arrangements, equipment, and update calendar information for TV.
- Perform the operation of hoisting the flags.

- Photocopy, fax, scan, and e-mail documents as required.
- Coordinate and keep record of staff parking spots.
- Assist in maintaining scan cards and keys for staff in and out of building.

#### **Office Administration (Divisional Support)**

- Assist clinicians, specialists and administrators in completing and filing of year-end reports and other reporting requirements for department/division.
- Receive incoming mail through courier, distribute outgoing mail as required, sort distribute mail to appropriate departments/schools, receive and distribute small deliveries.
- May act as a point of contact for building/emergency evacuation (e.g. fire, chemical spill), and secures access to building before/after meetings.
- Train and give guidance to employees using email and work order system.
- Assist new and current employees with work procedures and use of systems such as absence entry, eForms, timesheet entry, and general inquiries.
- Schedule and coordinate work such as school field trips and employee vacation requests for approval of supervisor.
- Provide back-up support to other Administrative Assistants for lunch/other breaks, vacations, or additional workload.

#### **Finance Support**

- Provide clerical and data entry services and maintain petty cash.
- Process accounting transactions for the Division and support other team members in their duties.
- Enter purchase requisitions, code invoices for processing, reconcile statements and generate customer invoices.
- Provide high quality customer service to divisional personnel, outside companies, and government agencies.
- Verify receipt of goods and matching of invoices to purchase orders.
- Assist in the internal auditing process as required.
- Provide back-up support to the Accounting Clerks.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **COMPETENCIES**

- **Accuracy** – Performs duties with a high level of accuracy and attention to detail.
- **Flexibility/Adaptability** – Effectively manages work interruptions and adapts to the changing needs of the workplace. Able to multi-task and has a strong understanding of the job.
- **Accountability** – Takes personal ownership and responsibility for the quality and timelines of work commitments. Follows organizational guidelines (e.g., policies and procedures) and demonstrate reliability and integrity daily.
- **Independence and Initiative** – Appropriately and effectively plans, prioritizes, and performs work independently and assists others as required.
- **Teamwork**– Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- **Communication** – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- **Confidentiality** – Brandon School Division employees are expected to respect the confidential nature of their positions and shall keep confidential all information they acquire during their employment that would be reasonably considered to be personal or confidential.
- **Use of Technology** – Stays current with technology skills.

## **WORK CONDITIONS**

### **Physical Conditions**

The duties of the Divisional Administrative Assistant are carried out primarily in an office environment.

- Sits at a desk using keyboard and office equipment (daily).
- Uses hands, arms and shoulders when using various types of office equipment (daily).
- Lifts and/or move up to 20 lbs (occasionally).

### **Psychological/Stress Conditions**

The position workload and environment does not generally increase employee emotions or stress levels.

- Interruptions and requests from multiple areas (daily).
- Multi-tasking (daily).
- Proofreading, repetitive movements such as typing (daily).
- Job demands versus time constraints (daily).

### **Environmental Conditions**

- This position is required to take certain precautions to avoid a work injury or adverse health impact.
- There are some physical hazards and personal health and safety risks with this position requiring a need for Health and Safety training, which includes emergency risk response.

## **POSITION QUALIFICATIONS**

The qualifications provide an understanding of the level of expertise **required** in this position. Unless noted under preferred, these are mandatory requirements of the position.

### **Knowledge, Skills, and Abilities**

- A good working knowledge of computers and related business applications (e.g., Microsoft Office, EIS, PowerSchool, atrieveERP, SchoolCash online, Clevr, Versatrans Routing & Planning).
- Excellent mathematical skills are required to provide financial support and other duties as required.
- Effective writing skills are required to take messages, compose memos, and to update information and files.
- Demonstrated effective interpersonal and communication skills to deal with people sensitively, tactfully, and professionally at all times.
- Strong organizational and time management skills, with the ability to set priorities and meet deadlines.
- Ability to apply skills to work methods, processes and approaches while performing a variety of duties over the course of day-to-day activities while utilizing a strong administrative skill set. Including but not limited to word processing, photocopying, data input, reception, faxing, emailing, customer service skills, and verified keyboarding skills of 60 wpm, with at least 95% accuracy.
- Requires the ability to read and comprehend a variety of documents while performing day-to-day tasks.
- Demonstrated ability to maintain confidentiality of information in the workplace.
- The ability to work independently and cooperatively as an effective member of a team.
- Demonstrated knowledge and understanding of FIPPA and PHIA Regulations.
- Must hold a valid Class 5 Driver's Licence.

### **Education And Experience**

- Administrative Assistant Certificate (17–20-week program) and/or equivalent education.
- Financial Accounting coursework or certificates and/or equivalent education.
- A minimum of three (3) years Administrative Assistant experience preferably within a school division environment.

### **Preferred Qualifications and Experience**

- Working knowledge of relevant Brandon School Division Policies and Procedures.

NOTE: Position qualifications are measured through a variety of means such as assessments, formal interview, application materials and reference checks.