

## Job Description/Specification

<b>Identification</b>	<b>J0230</b>	<b>TFEU/BCTF Joint Salary Committee</b>
<b>Decisions</b>		
<b>JOB/POSITION TITLE:</b>	PSID Administrative	<b>FORMER</b>
<b>TITLE/DEPARTMENT:</b>	Secretary	Admin. Secretary
<b>DIVISION/DEPARTMENT:</b>	PSID	<b>PAY GRADE: 3</b>
<b>SUPERVISOR'S TITLE:</b>	PSID Supervisor	<b>DATE APPROVED:</b> May 1, 2012

---

### Function and purpose (a)

To provide secretarial and administrative assistance to the director and/or assistant directors in the Professional and Social Issues Division, which is a division that supports the enhancement of student learning by promoting and supporting socially responsible quality teaching and quality public education.

### Principal duties and responsibilities (a)

1. Provides secretarial assistance to the director and/or assistant, types and edits a wide variety of correspondence, memoranda, meeting agendas, brief to ministries, minutes, reports from verbal outlines or written drafts; prepares cheque requisitions and job order sheets; composes and prepares correspondence and memoranda for administrative staff signature or under own name to provide routine information in response to enquiries, to convey instructions to program participants, or to make enquiries; maintains and/or processes records and files; screens telephone and in-person calls and enquiries; takes and conveys messages; arranges appointments; makes travel arrangements.
2. Assists in planning and organizing various conferences, institutes, training sessions, and meetings as assigned. In conjunction with venue staff, determines room set-up, assigns breakout rooms, and arranges for audiovisual and other equipment, onsite storage, and signage. Processes invoices, receives registration monies. Prepares database, processes registrations, makes accommodations arrangements, and prepares leaves of absence. Liaises with facilitators. Prepares conference program booklets, registration forms, and accommodation forms, nametags, and materials for kits. Provides follow-up reports as required.
3. Plans, organizes and schedules workshop requests from individuals, teacher-members, parent groups, college personnel, students and committees.

Evaluates and analyzes the information requirements, determines the nature of the workshop. Contacts, by phone or correspondence, the appropriate resource personnel, reserves workshop facilitator, assembles workshop handouts, displays, overheads, information materials and related visual aids; arranges for delivery of these materials. Arranges for hotel and travel accommodation for workshop facilitator and participants; types, processes leave of absence forms, processes cash advances. Maintains records of facilitators' evaluations and reports of workshops.

4. Participates in a team environment for the provision of administrative assistance to the director and/or assistant directors in the organization; provides administration support for the various Professional and Social Issues Division programs; answers or redirects enquiries regarding programs and services; makes all arrangements for meetings of PSID advisory committees. Performs related typing and proof reading duties.
5. Prepares and maintains databases for management of information related to committee members, facilitators, chairpersons, contacts and other PSID program/network groups. Maintains/updates and ensures accuracy of computer committee codes and mailing list on the Membership data base-
6. Processes applications for positions within the Professional and Social Issues network; provides documentation for selection committee review.
7. Organizes, assembles, and compiles material for various publications such as handbooks, newsletters, brochures, as well as other publications applying copyright rules and Federation standards.
8. Provides secretarial support services to divisional staff due to absence of other support staff or heavy workload.
9. On a rotational basis maintains divisional tasks such as: order office supplies, arrange for paper supplies, deliver interoffice mail and materials, maintain monthly photocopy tallies, open and distribute divisional mail, etc.

## **JOB REQUIREMENTS**

**This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.**

### **Experience (b)**

A minimum of four years of secretarial experience with the Federation, or similar institution with demonstrated ability to work independently, to plan and organize own work within broad duty outlines, and to function effectively in a team environment.

### **Education and training (c)**

Completion of secondary school (Grade 12) including or supplemented by commercial courses plus up to one year of training in office/secretarial methods and procedures.

### **Licences and certificates (c)**

None.

### **Environment (g)**

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

## **JOB CHARACTERISTICS**

**This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.**

### **Contacts and relationships (d)**

Contacts and relationships with all levels of Federation staff are required to provide, exchange, to explain or clarify information, and to obtain co-operation in the provision of services.

Contacts and relationships with persons external to the Federation office are a major consideration in the job and require a high degree of tact and diplomacy. Contacts include teachers, school-personnel, universities, hotels, travel agents, airlines, caterers and others.

Poor handling could have a marked effect on maintaining harmonious relations.

### **Machines, equipment and work aids used**

Computers and related software, telephone, voice-mail, photocopiers, fax machines, calculator, overhead projector; Federation policies and procedures.

### **Positions supervised (e)**

None.

### **Physical and/or mental effort (f)**

This position is frequently subject to stress due to the pressures of deadlines and a high degree of accuracy required.

### **Working conditions (g)**

Overtime might be required to handle heavy workloads with critical deadlines several times during the year.

---

Date

---

Incumbent

---

---

Supervisor

---

Final May 7, 2012  
J0230  
B0300.J0230.29.APR.87