

Job Description/Specification

Identification:	J0231	UTFE/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	PSID Bilingual Admin. Secretary	FORMER TITLE/DEPARTMENT: OSD Bilingual Admin. Secretary
DIVISION/DEPARTMENT:	PSID	PAY GRADE: 4
SUPERVISOR'S TITLE:	PSID Supervisor	DATE APPROVED: August 30, 2012

Function and purpose (a)

With general direction, prepares and ensures the accuracy of all French-language Federation documents destined for print and/or on-line publication. Provides administrative and secretarial assistance in both official languages to the Co-ordinator of French Programs and Services and as required to the director and 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 administrative and secretarial assistance in both official languages to the Co-ordinator of French Programs and Services: initiates, drafts and/or formats and types a complex range of French-language correspondence, memoranda, meeting agendas, minutes and reports from verbal outline, written drafts; drafts summary reports; prepares and distributes electronic messages; arranges appointments; makes travel arrangements; arranges meeting space and catering; prepares cheque requisitions and job order sheets.
2. Makes all arrangements for meetings of the Advisory Committee on French Programs and Services and other program and/or PSID committees.
3. Routinely provides information about and answers requests and inquiries regarding French Programs and Services and PSID programs and activities, in both official languages, to other educational organizations, committees, divisions, BCTF teacher-members and out-of-province teachers and teacher organizations, school administrators, trustees, university officials, ministry officials and the public.

4. 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.
5. Keeps informed on program objectives, policies, procedures and activities. -
6. Prepares all French-language print and HTML documents for the BCTF. This task involves: translating or contracting translation services which includes negotiating the time frame for having the work done; providing background information/answering questions regarding the document to be translated and ensuring that the translation provided accurately reflects the intent and tone of the original English-language document; formatting (alone or in conjunction with Graphics) computer inputting, correcting to draft copy; proofreading; and, obtaining copyright permission as required.

The preparation and maintenance of all the French-language BCTF web pages and FECB-APPIPC website involves converting French-language texts to html coded texts, proofing and verifying same, publishing html texts, and ensuring that all French-language web pages are current and modified or changed as required.

7. May translate, or coordinate the translation of, BCTF documents from various divisions.
8. Plans, organizes and schedules workshop requests from individuals, teacher-members, parent groups, college personnel, students and committees. Contacts, the appropriate resource personnel, reserves workshop facilitator, assembles workshop handouts, displays, overheads, information materials and related visual aids. Arranges for hotel and travel accommodation for workshop facilitator and participants; processes leave of absence forms, processes cash advances. Maintains records of facilitators' evaluations and reports of workshops .
9. Maintains a database of all school districts and schools offering the French immersion program and programme francophone by initiating yearly contact with school district representatives (and the Ministry as required) to obtain lists of schools and teaching personnel. All BCTF mailings to immersion and programme francophone teachers/schools are based on this database.
10. Prepares, and handles regularly scheduled French Programs and Services mailings to all French immersion and programme francophone schools (which can include sorting collating, stuffing and labelling).

11. 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.
12. Provides research assistance through the assembly, surveying and summarizing of resource materials on topical issues.
13. Provides secretarial support services to PSID divisional staff due to absence of other support staff or heavy workload.
14. 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 experience performing senior secretarial duties in a French-language environment involving the daily use of both official languages (oral and written) within a similar institution or in directly related work.

Demonstrated fluency and writing ability in both official languages enabling the performance of all duties in French and English, demonstrated skills in translating.

Demonstrated ability to perform and communicate effectively both independently and as part of a team in an environment, that is frequently pressured and that involves a high degree of tact and accuracy. Demonstrated ability to maintain and update web pages through conversion of French language text to HTML.

Education and training (c)

Secondary school completion plus one year of education/training in commercial courses, English/French translation and editing/secretarial courses.

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 exchange, explain, or clarify information, and to obtain co-operation in the provision of services, in both English and French.

Contacts and relationships with persons external to the Federation are a major consideration in the job and require a high degree of tact. This position is often the first point of contact with the Federation for French speaking members.

External contacts include: BCTF members, local officers, Ministry of Education representatives, Federal Government representatives, School district modern language co-ordinators, representatives of French-language community organizations, conference delegates, facilitators, hotel and conference venue staff.

Poor handling of external communications could have a marked effect on the creation and maintenance of 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 and works independently with minimal back up. Additional mental effort is required to switch from both official languages throughout the day.

Working conditions (g)

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

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