

## Job Description/Specification

**Identification:** J0233

**TFEU/BCTF Joint Salary  
Committee Decisions**

**JOB/POSITION TITLE:** PSID Admin. Assistant

**FORMER TITLE/DEPARTMENT**  
Admin. Secretary

**DIVISION/DEPARTMENT:** PSID

**PAY GRADE:** 4

**SUPERVISOR'S TITLE:** PSID Supervisor

**DATE APPROVED:** March 21, 2011

---

### Function and Purpose (a)

To provide secretarial and administrative assistance to assistant directors in the Professional and Social Issues Division, which is a division that has the responsibility for co-ordination of the development, delivery, and evaluation of all Federation local leadership and school and teacher leadership training. In conjunction with the PSID administrative staff and supervisor plans, organizes, and co-ordinates the arrangement of workshops, conferences, training sessions, and supporting materials for teachers within specified programs on a province-wide basis.

### Principal duties and responsibilities (a)

1. Receives workshop requests from local officers, members, students, and university/college personnel. Evaluates and analyzes the information requirements, determines the nature of the workshop. Contacts workshop facilitators/trainers, and arranges for their travel and hotel accommodation, if requested. Relays workshop confirmation information to facilitator/trainer and workshop organizer; assembles workshop materials, evaluation forms, cash advances, and expense vouchers, and ensures their delivery to facilitator. Prepares leave-of-absence request forms. Arranges for attendance of Federation staff where necessary. Maintains records of facilitators'/trainers' and participants' workshop evaluations. Checks and verifies expense vouchers.
2. Creates, maintains, and revises as needed, databases of information on:
  - a. workshop facilitators/trainers, including names, addresses, phone and fax numbers, local, school, and school district information, and workshop specialty areas.
  - b. workshops requested and delivered. Generates reports on workshop statistics and maintains awareness of database software sufficient to manipulate information in new ways, as requested.
3. Researches, tests and recommends changes to database management and new technology.

4. Uses word-processing and presentation software to create and format, from written or keyed-in draft, workshop materials including facilitators' notes, and workshop participants' handout packages. Maintains awareness of Federation document standards and applies them to materials produced. Proof reads and revises until final version approved.
5. In conjunction with the PSID Supervisor co-ordinates, plans and organizes various conferences, institutes, training sessions, and meetings as assigned. Contacts hotel, conference centre and outside agencies to negotiate, book and confirm meeting room space, accommodations, catering arrangements and on-site daycare where applicable. In conjunction with venue staff, determines which rooms and set-up style best meet requirements. Assigns workshops to breakout rooms, and arranges for audiovisual and other equipment, onsite storage, and signage. Signs contracts and processes invoices and signs expenditures. Receives registration monies, and arrange for issuance of receipts and refunds. Prepares database, processes registrations, communicates with registrants about their workshop selections, accommodations, and leaves of absence. Prepares class lists, liaises with facilitators. Prepares and/or designs conference program booklets, registration forms, and accommodation forms, nametags, and materials for kits. Organizes and collates kit materials. Provides follow-up reports as required.
6. Provides registration desk and other secretarial support services for conferences, institutes, and training sessions, signs in delegates, and distributes information and materials. Makes photocopies, and takes and relays messages onsite.
7. Provides secretarial assistance to administrative staff by keying a wide variety of correspondence, memoranda, meeting agendas and notes, and reports from verbal outline or written drafts; prepares cheque requisitions and job order sheets, answers routine request and enquiries, maintains files, screens telephone and in-person calls and enquiries, takes and conveys messages, arranges conference calls, prepares certificates, arranges work priorities independently. Maintains an awareness of Federation systems and procedures.
8. Prepares original documents in a variety of computerized formats suitable for electronic publishing and transmission, or converts electronic documents received from various sources. Transmits documents electronically and posts documents to listservs.
9. Receives and processes applications for associate/trainer positions; by telephone, conducts confidential and sensitive reference checks regarding qualifications and motivation; provides documentation for selection committee review.
10. Delivers internal mail to other departments; opens, date-stamps, and distributes incoming daily mail; monitors incoming faxes and delivers to addressees within the department.
11. Provides secretarial support services to department staff due to absence of other support staff or heavy workload.
12. Provides secretarial support to PSID advisory committees by typing agendas, processing leaves of absence, booking meeting rooms, booking accommodations, typing minutes.

## **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 within the Federation, with a similar institution, or indirectly related work with a demonstrated knowledge of the Federation. Experience in conference planning and a demonstrated ability to work independently, problem-solve and make decisions, maintain complex databases and ability to perform effectively in a team environment that is frequently pressured are requirements of the position.

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

Completion of secondary school (Grade 12) including or supplemented by commercial courses plus a minimum of one year training in office/secretarial methods and procedures including database applications and survey instruments.

### **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, explain, or clarify information, and to obtain co-operation in the provision of services.

Contacts and relationships with persons external to the Federation are a major consideration in the job and require a high degree of tact. Contacts include:-BCTF members, local officers, conference delegates, facilitators, as well as hotels and conference venue staff.

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, program statements, and resource handbooks and publications.

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

None.

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

This position is subject to the continual stress of processing large volumes of work requiring a high degree of accuracy under the pressure of critical deadlines.

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

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

Final March 21, 2011  
February 2011  
November 9, 2010  
July 1, 2003  
B0300.J0230.29.APR.87  
B0402.J0417 02 March 89