

Job Description/Specification

Identification	J0237	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Co-ordinator of PSA Services	FORMER TITLE/DEPARTMENT: Co-ordinator of PSA Services
DIVISION/DEPARTMENT:	PSID	PAY GRADE: 5
SUPERVISOR'S TITLE:	PSID Supervisor	DATE APPROVED: October 28, 2009

Function and purpose (a)

To co-ordinate and participate in the provision of organizational assistance and administrative support services to a large number of provincial specialist associations (PSAs) sponsored by the Federation; to co-ordinate the provision of Federation financial, publishing, and mail services; to administer the collection of PSA fees and the maintenance of membership records; to provide advice and assistance to PSA officers; to ensure that program statements and budgets are prepared and processed for approval according to established policies and procedures; to ensure that funding is provided through Federation grant programs; to expedite through graphics, and production, association publications and information materials; to act as secretary to the overall PSA Council, and to assist in promoting the development and growth of provincial specialist associations.

Principal duties and responsibilities (a)

1. Under the direction of an assistant director, co-ordinates and participates in the provision of organizational assistance and administrative support services to 33 provincial specialist associations of teachers, instructors, and others; helps prepare draft revisions to the program statement for administrative staff review; helps prepare program budget forecasts, approves and monitors expenditures within authorized budgets; maintains an awareness of Federation policies, procedures, and programs related to professional development and specialization.
2. Answers telephone, in-person, and correspondence inquiries concerning specialist associations, organization, and services; distributes publications and pamphlets to promote PSA membership and growth; refers professional inquiries to assistant directors or the director; assists in the training of PSA officers for the utilization of Federation support services.
3. Co-ordinates the provision of publishing and mailing services to PSAs; collects annual publishing schedules from editors, assembles technical data and obtains production cost

estimates; receives, interprets and processes, through, Graphics, and Production, editors' instructions, completes job order sheets and orders address labels for mailing.

4. Attends production meetings to monitor the progress of publication job orders through Graphics and Production departments and ensures that all in-house production for PSAs meets technical requirements and publication deadlines specified; purchases and stores copies of publications for Federation use; maintains related records and files. Liaises with Production to keep informed on the availability and scheduling of support services and changes in methods and procedures.
5. Administers the collection of PSA membership fees, the processing of fee receipts to Accounting, and the maintenance of membership lists; receives and processes complimentary mailing addresses; receives and processes requests for custom, complex membership lists and address labels and obtains authorization for supply of same.
6. Advises PSA presidents and treasurers of requirements for submission of annual programs and budgets for PSA Council approval; collects and reviews for accuracy and conformance to standard form, association programs, budgets and special grant applications, prior to copy editing, typing and submission to the budget subcommittee for review and recommendation to council for approval; assists the PSA Council Budget's Committee in its deliberations and prepares reports to the PSA Council, Federation officers and administrative staff. Acts as staff liaison for PSA e-mail lists and web page matters.
7. Works with PSAs to assist in the design of conference registration to ensure that resulting PSA conference batches conform to requirements to enable electronic uploading of files into the UnionWare membership system. Acts as resource person to PSAs regarding conference organization.
8. Ensures that group data and membership files are in order prior to the annual calculation of per capita membership grant. Ensures that approved per capita and special grant transfers are credited to PSA accounts by the Accounting Department.
9. Acts as secretary and support services advisor to the PSA Council; prepares and distributes notices and memoranda; attends meetings, takes minutes and processes them; ensures that decisions involving administrative services are acted on; checks expense vouchers of council members prior to processing for payment.
10. Maintains the PD Calendar (sending to listserv, web, and *Teacher*), PSA data base; creates and revises forms, questionnaires, memoranda, PSA Guidebook, and similar information gathering or disseminating of material; ensures for the circulation of schedules, programs, budgets, grant applications, instruction sheets, posters, etc., maintains records of printed material.

11. Gives instruction to and processes applications of groups seeking association recognition; reviews proposed and amended constitutions.
12. Provides complex, custom reports pulled from UnionWare membership system to PSAs on request.
13. Maintains awareness of BCTF document standards.
14. Acts as a member of the PSID support staff team.

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)

More than five years' recent related experience as a secretary, administrative assistant, with a thorough knowledge of Federation services and provincial specialist association requirements and policy. Demonstrated knowledge of Federation financial systems or equivalent.

Demonstrated, excellent written and oral communication skills.

Demonstrated thorough knowledge of data base systems (i.e. Excel. UnionWare, MS Access)

Education and training (c)

Completion of secondary school (Grade 12) plus two years of formal training related to administrative assistance.

Advanced courses in data base management.

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 transmit or exchange information and data to clarify information and to instruct on the maintenance of records and the preparation of published materials.

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. Poor handling of requests for assistance and advice from PSA officers and members could have a marked effect on good relations, goodwill, and Federation staff prestige.

Machines, equipment and work aids used

Computer, telephone, copy-editing reference manuals, Federation policies, procedures and program statement, PSA Guidebook, PSA constitutions and reference manuals, Federation style, usage and editing guides.

Positions supervised (e)

None

Physical and/or mental effort (f)

Periods of sustained pressure from volumes of membership processing, gathering and disseminating information and orienting new PSA officers, that requires substantial mental effort and concentration.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work.

Date

Incumbent

Supervisor

Final J0237
October 2009

Position J0237 Co-ordinator of PSA Services/Salary Determination/Current