

Job Description/Specification

Identification	UTFE/BCTF Joint Salary Committee Decisions	
JOB/POSITION TITLE:	Admin. Assistant to FTTO	FORMER TITLE/DEPARTMENT: Admin. Assistant to the President and Vice-President
DIVISION/DEPARTMENT:	CCD	PAY GRADE: 6 5
SUPERVISOR'S TITLE:	Director, CCD Division	DATE APPROVED: July 1, 2002 January 18, 2000

Function and purpose (a)

To direct the operation of the office of the president and first and second vice-presidents, including secretarial requirements, administrative routines, and communications, which are frequently of a confidential and politically sensitive nature. [Co-ordinates complex special projects such as referenda, by defining procedures, staffing needs and time tables](#) Administer the G.A. Fergusson award selection, the President's Discretionary Fund and Community Outreach grants.

Principal duties and responsibilities (a)

1. ~~Under minimal supervision~~[Under direction, directs-co-ordinates](#) all aspects of the operation of the office of the president and vice-presidents by providing secretarial [and administrative](#) services and maintaining effective communications.
 - a. Secretarial duties require development and implementation of effective office systems for both internal and cross-divisional purposes; preparation of correspondence and printed materials frequently confidential or politically sensitive; arranging appointments and travel which are unique in variety and frequency and assisting the table and other Federation officers with planning and co-ordination of activities by maintaining a system oriented toward serving the individual commitments of the officers and the scheduled political activities of the Federation; varied other duties are performed as required to relieve the table officers of administrative detail.
 - b. Communications responsibilities require contacts which are among the most numerous, wide ranging, and complex in the Federation and which must be handled in a routine manner. In addition to inter-office and external communications, the administrative assistant is required to provide information within limits set out by policy to teacher members, Federation-elected officials, labour movement representatives, Ministry of Education representatives, media officials, and the general public on the full range of Federation activities; ensures the president and vice-president are kept aware of

information provided on their behalf and of information they should personally provide. Within limits of authority, drafts and signs correspondence on routine matters and makes recommendations on the content and distribution of other communications.

2. Co-ordinates the preparation of and follow-up to the in-house table officers' reports to the Executive Committee.
3. ~~Co-ordinates the selection of a recipient for the annual G.A. Fergusson Memorial Award by receiving, recording and filing all nomination forms; reviews nominations for completeness and validity; contacts nominators for additional information; arranges for the publication in BCTF Newsletter of an article requesting nominations; contacts appointed trustees to confirm their willingness to serve; plans meetings of trustees by setting dates, making travel arrangements, arranging meeting space, assembling materials for trustees' meetings; attends trustees' meetings in the capacity of staff co-ordinator to present nominations and answer enquiries. Implements the decision of the trustees by preparing or arranging for the preparation of presentation remarks and certificates.~~Co-ordinates the administrative, clerical and communication components of special projects such as the operational aspects of BCTF strike ratification and other member votes. Ensures that procedures in place comply with Labour Regulations and BCTF policy. Provides advice to the table officers regarding operational issues such as timelines and detailed procedures, and costs to be incurred by BCTF. Ensure timelines set by the Executive Committee are met. Provides training as required to appropriate staff on procedures. With provincial returning officer, makes recommendations for changes and/or additions to BCTF policy.
4. ~~Co-ordinates the dispersion of monies from the President's Discretionary Fund and Community Outreach grants; by requisitioning payments, drafting letters of approval and recording payment; writes letters or makes phone calls of rejection of requests; monitors amounts left in the funds and advises the president; reports on funds dispersion and balances to regular Executive Committee meetings.~~Reviews all communication (correspondence, email, faxes) received for the president. Initiates distribution to appropriate staff in a timely manner. Follows up with Executive Director on correspondence that requires staff follow up. Maintains data base to track correspondence to ensure follow up in a timely manner.
6. May be required to train subordinates and direct work to other staff or departments.
7. Undertakes ~~special~~ projects ~~as requested~~ such as co-ordinating speaking tours of the president and vice-president and other officers.
8. Functions as a member of the CCD support staff team as required. Provides and obtains assistance, in consultation with the division supervisor, to ensure an appropriate response to workload fluctuations.
9. ~~Document tracking, especially correspondence from in the Ministry and responses on behalf of the president using document management technology.~~

- | ~~10.9.~~ Co-ordinates Member Conference Attendance ~~and referenda/member votes.~~
- | ~~11.10.~~ Co-ordinates support staff at AGM and responsible for generating overheads using computer technology.

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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' experience in a senior secretarial position and with at least three years' experience with the Federation with demonstrated thorough knowledge of the political aspects of the Federation, the Federation's policies and procedures and the British Columbia education system; an ability to initiate, set priorities and ensure completion of work projects; to work under pressure making independent judgements and to ensure the confidentiality and integrity of the offices of president and vice-president.

Education and training (c)

Completion of secondary school (Grade 12) plus [more than one year](#) related formal training in the area of secretarial skills and office 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 or to explain or clarify information and policies. Poor handling could have a marked effect on good relations.

Contacts and relationships with persons external to the Federation office involve BCTF members, Executive Committee members, local representatives, local presidents, Ministry of Education officials and staff, representatives from other educational groups, media and the general public that require information, conveyance of information or interpretation of information from the president's or vice-president's office. These contacts are a major consideration in the job and require a high degree of tact and diplomacy. Poor handling could have a marked effect on good relations, good will and BCTF prestige. [Information is routinely of a confidential or politically sensitive nature.](#)

Machines, equipment and work aids used

Keyboard, dictaphone, telephone, computer terminal plus manuals and equipment related to office equipment.

Positions supervised (e)

Support staff at AGM generating overheads. Directs other support staff re quality control of material for president's signature.

Physical and/or mental effort (f)

The work may involve excessive mental and/or physical fatigue due to the constant high volume of work and the handling of special or emergency projects. Disagreeable or undesirable element of work is the occasional hostility directed toward the BCTF from the general public when a particular topic is being debated in the public arena. Requires a calm manner under very stressful circumstances. Constant interruptions from staff for demands on the president's time make consistent and uninterrupted workflow difficult.

Working conditions (g)

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

Date

Incumbent

Supervisor

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October 24, 2002
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