

Job Description/Specification

Identification:	J0251	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Administrative Assistant Executive Offices	FORMER TITLE/DEPARTMENT: OSD Admin. Secretary
DIVISION/DEPARTMENT:	CCD	PAY GRADE: 6
SUPERVISOR'S TITLE:	CCD Supervisor	DATE APPROVED: July 31, 2017

Function and purpose (a)

To provide administrative and secretarial assistance to the Executive Director and the Executive Offices Director; to provide daily back-up to the Administrative Assistant to the FTTOs including secretarial requirements, administrative routines, and communications, which are frequently of a confidential and politically sensitive nature. Co-ordinates updates to the Member's Guide and supports various projects and events arising out of the Executive Offices.

Principal duties and responsibilities (a)

1. Under minimal supervision, provides secretarial assistance and relieves the Executive Director and the Executive Offices Director of administrative detail by typing a wide variety of correspondence and memoranda, often of a confidential nature; as well as meeting agendas, minutes, reports, publication articles from verbal outline and written draft, often of a confidential nature; completes cheque requisitions, job order sheets, and leave-of-absence requests; maintains files; arranges appointments; makes travel arrangements; arranges meeting space and catering for various events.
2. Due to absence or volume, assists the Administrative Assistant to the FTTOs in maintaining the efficient operation of the offices of the FTTOs by providing secretarial assistance, co-ordinating travel arrangements, maintaining office administration routines, and ensuring effective communications are maintained. Work is routinely controversial, confidential, and subject to deadlines. In addition to inter-office and external communications, the incumbent 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. Within limits of authority, drafts and signs correspondence on routine matters.

3. Maintains awareness of responsibilities of the Executive Director and brings forward documentation to ensure that agendas, reports, and correspondence are produced in a timely fashion. Within limits of authority, drafts and signs correspondence on routine matters.
4. Co-ordinates the preparation and distribution of the Executive Director's reports to the Executive Committee and the Annual General Meeting.
5. Co-ordinates the preparation of and follow-up to the Full-time Table Officers' reports to the Executive Committee.
6. Follows up on Executive Committee motions that require action by staff by preparing and emailing memos. Prepares report of completed actions in a timely fashion for posting to the Portal.
7. Assists with administration and clerical procedures related to the Representative Assembly. Ensures supplies for Representative Assembly podium and registration desk are packed before each meeting; prepares binders of all documents that will be dealt with during meeting for table officers, RA chair, co-chairs, technical crew, and recording secretary; attends RA meetings; assists with the set-up of registration desk and packing up at the end of the meeting; sets up computer, records minutes of all sessions, transcribes minutes, proofreads, arranges printing distribution, and posting to the Portal; responds to inquiries regarding decisions of the RA. Ensures RA technical staff have accurate and up to date recommendations. Follows up on RA motions that require action by staff by preparing and emailing memos. Prepares report of completed actions in a timely manner and posts to the Portal.
8. Prepares a working draft document for the AGM minute takers. As a member of the team, takes and transcribes draft minutes. Follows up on AGM motions that require action by staff. Prepares report of completed actions in a timely manner.
9. 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.
10. Monitors CTF communications. Maintains contact with CTF to ensure that all lists are kept up to date. Receives, as CTF contact person, all CTF mail coming into the Federation; documents it; ensures all appropriate people and Records receive copies; co-ordinates production of reports to the CTF Board of Directors meetings.
11. Co-ordinates production of BCTF events calendar. Ensures that all BCTF meetings and events are listed on the calendar and that there is no overlap of major events; ensures that the BCTF web page version of the calendar is kept up to date.
12. Provides back-up to staff person taking minutes at the Executive Committee meetings; prepares draft minutes for use in the meeting by co-ordinating all materials sent by staff;

records, and transcribes minutes when that person is unable to, including evening conference calls.

13. Prepares in-committee minutes (Executive Committee, RA, AGM) for approval of Executive Director and ensures their confidential filing in Information Services.
14. Co-ordinates updates to the *Members' Guide to the BCTF*. In consultation with the Executive Director, monitors minutes of the Executive Committee, RA, and AGM, to ensure that appropriate policies and procedures, adopted by the three bodies, are included in the *Members' Guide to the BCTF*. Prepares draft galleys of the guide, ensuring that the new policies and procedures are placed and numbered appropriately. Updates all other information in the guide as required and ensures that production deadlines are adhered to.
15. Receives and distributes all incoming mail to staff and table officers in Executive Offices.
16. Co-ordinates the preparation of materials for in-house staff training, ensures materials are up to date; arranges meeting dates and space.
17. Co-ordinates production of calendar for internal work group meetings, ensures accuracy, communicates conflicts to staff for resolution, ensures that the public calendar is kept up to date.
18. Co-ordinates the National Secretaries' meeting, arranges space, organizes activities and assists with on location hosting of event when required.
19. Compiles committee priorities annually for Executive Committee review along with other material related to various BCTF projects as required.
20. Assists in preparation for and administration of BCTF member votes. Maintains confidentiality of the vote and is available to work after hours as needed.
21. Acts as trainer and mentor for staff learning to take minutes at Federation meetings.
22. Acts as proofreader of material drafted for the EC, creates templates as required.

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 at least three years' experience with the Federation with demonstrated knowledge of the BCTF and its policies and the British Columbia education system; a demonstrated ability to initiate, set priorities and ensure completion of work projects; to work under pressure making independent judgments and to ensure confidentiality and integrity of the Executive offices.

Education and training (c)

Completion of secondary school (Grade 12) plus at least one year of formal training in the area of secretarial skills and office management.

Licences and certificates (c)

Certificate in office administration and/or administrative assistant at a community college level.

Environment (g)

Physical/emotional environment includes conditions usually associated with office work such as communication skills, equipment-operating dexterity, and scheduling pressures, as well as stress resulting from time-driven emergencies and from dealing with persons facing personal or professional crisis, and persons hostile to the Federation and its goals.

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 and to explain or clarify information and policies. Poor handling could have a marked effect on good relations.

Contact and relationships with persons external to the Federation office involve BCTF members, Executive Committee members, local presidents, local representatives, representatives from other educational groups, government, media and the general public that require conveyance of information or interpretation of information from the Executive offices. 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, goodwill, and BCTF prestige.

Machines, equipment and work aids used

Computer, laptop, laser printer, label printer, electronic mail, scanner, Records management software, telephone, FAX machines, photocopiers, calculator.

Positions supervised (e)

As back-up to the Administrative Assistant to the FTTOs, directs other support staff re quality control of material for the president's signature and the EC.

Physical and/or mental effort (f)

Physical and mental fatigue results from work volumes, deadlines, and sensitivity of information processed.

Working conditions (g)

Working conditions at Representative Assemblies (3 per year) and Annual General Meetings are ergonomically insufficient, causing eyestrain and excessive fatigue.