

## Job Description/Specification

<b>Identification</b>	J0275	<b>TFEU/BCTF Joint Salary Committee Decisions</b>
<b>JOB/POSITION TITLE:</b>	CCD Administrative Secretary	<b>FORMER TITLE/DEPARTMENT:</b> Admin. Secretary
<b>DIVISION/DEPARTMENT:</b>	CCD	<b>PAY GRADE:</b> 4
<b>SUPERVISOR'S TITLE:</b>	CCD Supervisor	<b>DATE APPROVED:</b> March 2, 2017

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### Function and purpose (a)

To provide secretarial and administrative assistance to the director and assistant directors, in the Communications/Campaigns Division, which is a division that proposes, initiates, expedites, ensures action on, reports on decisions, policies, and actions of the Annual General Meeting, the Representative Assemblies, the Executive Committee, and their elected or appointed officers.

### Principal duties and responsibilities (a)

1. Provides secretarial assistance to the director and assistant directors by keying a wide variety of correspondence, memoranda, bulletins, documents for posting to the BCTF website, meeting agendas, minutes and reports from verbal outline, written drafts or tape; prepares LOAs, keys cheque requisitions and job order sheets; answers routine requests and enquiries; maintains and/or processes records and files; screens telephone and in-person calls and enquiries, arranges conference calls; maintains/updates contact lists, prepares art work certificates for students' art work that is displayed in the BCTF building; prepares monthly photocopy tally; takes and conveys messages; arranges appointments; makes travel arrangements; arranges meetings and catering including focus groups and government lobbies; arranges work priorities independently.
2. 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.
3. Prepares articles for publication and distributes communications electronically (Media Advisory, News Releases, Eblasts, BCTF News). Uploads documents to the BCTF website including creating uniform resource locaters (URL) for various documents and communications. Annually updates Presidents' binder and uploads to BCTF website.

4. Provides support services for the Representative Assembly, ~~Annual General Meetings~~, local presidents' meetings, and conferences by attending these conferences, and performing such duties as:
  - Using multiple electronic overheads for preparation of amendments to motions, online updates, vote tallies, speaker presentations, announcements, and general communication.
  - Setting up meeting room for delegates by distributing kits, materials, name tags, supplementary documents.
5. As a member of the team, takes and transcribes draft AGM minutes.
6. On rotational basis orders divisional office supplies, delivers internal memos and print material and delivers interoffice materials to various parts of the building, opens and date-stamps daily mail, accesses E-mail/FAX daily determining relevance of messages, if distribution is required, and to whom.
7. Provides back-up secretarial and telephone answering assistance to the Executive Offices, as required.
8. Prepares the set up of the Outreach Fair at the AGM by contacting exhibitors, responding to questions, and co-ordinating exhibitors' equipment needs.
9. Copy edits the Teacher Magazine.
10. Processes classified ads that are received for Teacher Magazine, by providing quotes and processing payments. Processes display ads for invoicing after publication of magazine. Maintains database of all classified and display ads.
11. Manages a subscription service for non-BCTF members and a service to faculties of education who provide copies of the Magazine for student teachers.
12. In conjunction with the CCD Supervisor manages the circulation, liaising with Member Records and Production staff to ensure efficient distribution; monitors circulation and distribution arrangements.
13. Other related duties as assigned by supervisor.

## **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)**

Four years' experience performing senior secretarial duties with the Federation, with a similar institution or in directly related work with a demonstrated knowledge of the BC Teachers' Federation and demonstrated strong skills in proofreading and BCTF standardization, keyboarding, filing, and other secretarial skills. Demonstrated ability to perform effectively both independently and as part of a team in an environment that is frequently pressured and often involving information of a confidential and time-sensitive nature. Communication skills include a requirement for a high degree of tact, accuracy, understanding of confidentiality, and the ability to deal with persons, who may be adverse in interest or involved in intra-organizational conflict. Broad experience with microcomputers and Knowledge of a wide variety of software packages.

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

Completion of secondary school (Grade 12) including or supplemented by commercial courses plus up to one year of training in office/secretarial methods and procedures. Courses in proofreading and copy editing. Broad experience with Microsoft Office suite of programs.

### **Licences and certificates (c)**

None.

### **Environment (g)**

Physical/emotional environment includes conditions usually 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 and to explain or clarify information.

Contacts and relationships with persons external to the Federation office involve BCTF members, Executive Committee, Local Representatives, local officers, and other visitors to the department, the AGM or RAs, hotel, media and public, airline and catering service employees, subscribers, advertisers.

Contacts can require a high degree of tact and diplomacy and are a major consideration of the job. Poor handling could have a marked effect on good relations, good will, and BCTF reputation and prestige.

### **Machines, equipment and work aids used**

Computers and related software, telephone, voice-mail, photocopiers, fax machines, Federation policies and procedures, Style and Usage manual, BCTF publications.

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

None.

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

Some physical and mental fatigue from having to meet deadlines and pressure of heavy volumes of work.

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

Occasional disagreeable or undesirable elements are present with the work.

March 2, 2017