

## Job Description/Specification

<b>Identification:</b>	J0276	<b>TFEU/BCTF Joint Salary Committee Decisions</b>
<b>JOB/POSITION TITLE: TITLE/DEPARTMENT:</b>	CCD Admin Assistant	<b>FORMER</b> CCD Admin Assistant
<b>DIVISION/DEPARTMENT:</b>	CCD	<b>PAY GRADE: 4</b>
<b>SUPERVISOR'S TITLE:</b>	CCD Supervisor	<b>DATE APPROVED:</b> Feb 28, 2019

---

### Function and purpose (a)

To provide secretarial and administrative assistance to the director, 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 administrative staff by keying a wide variety of correspondence, memoranda, meeting agendas, minutes and reports from verbal outline, written drafts or tape; 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; takes and conveys messages; arranges appointments; makes travel arrangements; arranges meeting space and catering; arranges work priorities independently.
2. Initiates advertising for all Federation committee and task force vacancies, confirms receipt of curriculum vitae, ensures appropriate distribution of confidential documents relating to committee appointments, notifies all applicants following appointment by Executive Committee.
3. Prepares original documents or photos in a variety of computerized formats suitable for electronic publishing and transmission, or converts electronic documents received from various sources. Transmits documents electronically.
4. 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. Uploads BCTF homepage sliders.

5. Uploads the Teacher Magazine online. Creates HTML version of Newsmag articles in content Management System (Ekron).
6. Prepares draft copy for committee vacancies and ministry postings, Issue Alerts, Staff Rep News, Did You Know? and publishes to the web. Sends revised curriculum vitae and application forms to webrequest for publication.
7. Provides support services for the Representative Assembly, Annual General Meetings, by attending these conferences, and performing such duties as:
  - a. keying from draft, providing general information and assembling background material and kits; packs and ensures delivery of materials to and from the meeting.
  - b. working as a member of the technical team (AGM) projecting electronic overheads; preparing amendments to motions, on-line updates, vote tallies, speaker presentations, announcements, and general communication; creates PowerPoint presentations as required.
  - c. working as leader, and participating in the work, including training, of the technical team (RA) projecting electronic overheads; preparing amendments to motions, on-line updates, vote tallies, speaker presentations, announcements, and general communication; creates PowerPoint presentations as required.
8. 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.
9. Provides, from time to time, back up support to other divisions by uploading documents of an urgent nature to BCTF website.
10. Establishes and executes procedures for the procurement of BCTF memorabilia. This includes: researching quality and price comparisons; making recommendation(s) to admin staff; conferring with suppliers, inventory control; ordering and distribution of goods and maintaining records of same.
11. In conjunction with the program co-ordinator plans and organizes public education conferences. Duties include preparation of materials, hotel/conference centre liaison, registration desk, and other administrative conference support.

12. Proofreads Teacher magazine.
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 in a senior secretarial position with a demonstrated knowledge of the BC Teachers' Federation and its policies and demonstrated ability to initiate, set priorities, and ensure completion of work projects, with well established skills in proofreading, copy editing, and other secretarial skills. Demonstrated ability to perform effectively both independently and as part of a team in an environment that is frequently pressured. 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. Experience in conference planning and a demonstrated ability to work independently, problem solve and make decisions, maintain complex databases, and to perform effectively to meet deadlines.

### **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 augmented by copy editing and proofreading.

Training in HyperText Markup Language (HTML), Photoshop, Adobe Premier Suite and Thunderbird would be an asset.

### **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 are a major consideration in the position and require a high degree of tact, diplomacy, and awareness of the priorities and politically sensitive issues of the BCTF and 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-

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**

Microcomputer, both PC and MAC, Windows Office suite of programs), scanner, Photoshop, Adobe Premiere Suite, video camera, printers, telephone, voice-mail, photocopiers, fax machines, Federation policies and procedures program statements, and resource handbooks and 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)**

Exposure to video display screen glare when operating computer terminal. Overtime may be required to handle heavy workloads several times during the year. Flexibility required to match hours of work and work-site for offsite meetings and conferences. Ergonomic and other aspects of working conditions may vary when working offsite.

