

Job Description/Specification

Identification
J0320

UTFE/BCTF Joint Salary
Committee Decisions

JOB/POSITION TITLE: CC Division Supervisor

FORMER TITLE/DEPT:
OSD Div. Supervisor

DIVISION/DEPARTMENT: Communications and
Campaigns Division

PAY GRADE: 6

SUPERVISOR'S TITLE: CCD Director

DATE APPROVED: June 24, 2005

Function and purpose (a)

To co-ordinate, supervise and participate in the work of the support staff of the Communications/Campaigns Division, which is a support service division of the Federation that proposes, initiates, expedites, ensures action on, reports on, and informs regarding decisions, policies and actions of the Annual General Meeting, the Representative Assembly, the Executive Committee and their elected and appointed officers.

Principal duties and responsibilities (a)

1. Plans, organizes, allocates, assigns, motivates and participates in the work of a group of secretarial and clerical staff who provide support services for the administrative personnel of the Communications/Campaigns Division; ensures the efficient operation of clerical support systems for the division by keying from draft and tape a wide variety of correspondence, memos, minutes, statistics and reports; collection and dissemination of various items of information by telephone, in person or by mail; making conference, travel and meeting arrangements; setting up meetings and appointments; receiving visitors and telephone callers; receiving, sorting, and disseminating mail and other correspondence, and setting up and maintaining records and files; composes, types and/or signs routine letters; establishes standards of quality and quantity of production and ensures maintenance of those standards.
2. Schedules and authorizes hours of work, overtime, vacations and leaves of absence for Communications/Campaigns Division secretarial staff according to established policies and/or collective agreement; prepares or completes holiday, sick leave and related personnel and payroll forms for Communications/Campaigns Division support staff; initiates disciplinary action and recommends forms of discipline as required; in conjunction with the director of Communications/Campaigns Division and Human Resources establishes and reviews the

qualifications and requirements of positions supervised; certifies the content of job descriptions; interviews applicants for Communications/Campaigns Division, selects suitable staff replacements, supervises and trains support staff on methods, procedures and equipment, and evaluates secretarial staff performance for permanent appointment, promotion, or incremental increases in salary.

3. Liaises with administrative staff and attends various divisional and BCTF informational exchange meetings on behalf of the division to assimilate information regarding policies, procedures, events, schedules, work assignments, and production capacities; disseminates this information to Communications/Campaigns Division staff as required; directs and participates in controlling and maintaining a circulation system for print materials by analyzing and evaluating information requirements, and disseminating information as required.
4. Ensures deadlines are met; maintains various lists by updating printed and computer lists regularly; liaises with the Member Records and Fees Department regarding address changes; updates divisional travel white board and informs support staff of upcoming administrative staff vacations, etc.
5. Ensures briefs to government, prepared by CCD and other divisions, are copy edited, prepares covering memos for distribution to local presidents, appropriate committees, MLAs and unions.
6. Monitors overtime, casual and bonusing budgets in all CCD programs. Prepares budget amendments for salary costs and prepares divisional program budget amendments for the director to sign off. Works with budget co-ordinator in preparing next year's budget by preparing staff salary allocations, updates budget notes and proofreads all changes.
7. Acts as production co-ordinator to arrange typing and/or mailing of major publications of Staff Rep News, Did You Know? Issue Alerts, School Staff Alerts, Teacher News magazine, Appointment Calendar, Membership brochure, committee/staff/ministry postings, Members' Guide to the BCTF and Report and Resolutions Book and ensures the Production Department is notified of any cancellations, additions, postponements and/or changes in schedules of printing times or days.
8. Prepares draft copy of Appointment Calendar by researching and revising lists, phone numbers, committee meeting dates, stats/religious holidays and scheduling work with Graphics. Proofreads and ensures two other proofs are done and signed off by the director. Arranges for printing copies for Summer Conference and the fall school mailing.
9. Prepares memo for distribution to appropriate staff for updating information in the Membership brochure. Arranges for Graphics to update revisions, proofreads and ensures Accounting staff have checked percentages on the pencil graph. Arranges for printing.
10. Plans, organizes, co-ordinates, supervises, and participates in the secretarial/clerical support services for the Annual General Meeting by performing such duties as revising and distributing voting cards; preparing list of names of candidates for printing of ballots, numbering and sorts ballots in local

order, maintaining list of delegates, candidates and committees; assembles background material and kits; types, answers phones, takes messages, photocopies, provides general information, direction and advises AGM team regarding priorities and hours of work; checks and sends thank you letters to appropriate committees. Supervises casual for two weeks on the packing of supplies and preparation of binders for recording secretaries, resolutions committee and AGM chairpersons. Maintains and updates a list of invited guests to the AGM. Prepares name tags, kits, and provides and titles for the chairperson to announce to delegates. Greets guests and ensures they are taken and seated in the meeting room.

11. Prepares draft AGM minutes by amalgamating transcribed minutes of the three recording secretaries, checks for consistent wording of motions, spelling of delegates' names, ensures primary and secondary headings are listed, listens to taped sessions when there's a discrepancy and/or other concerns of decisions. Circulates minutes to the Co-ordinating Committee for them to check decisions passed that require items to be placed in next year's budget. Prepares index and summary of recommendations and resolutions, completes final copy for April school mailing.
12. Receives difficult and/or unusual enquiries by telephone; analyzes, informs or refers enquiries to appropriate staff for action.
13. Provides support staff assistance as requested by recording secretary-to meet her deadlines. In the absence of the recording secretary attends agenda meeting and taking minutes, typing and proofreading the agenda on the internal web site and linking documents, e-mailing to EC members and all staff, and prepares kits for the EC meeting.
14. Provides back-up assistance to typing news releases, as directed, from draft, proofreads to ensure the accuracy of typing; office; types and sends messages on e-mail system directly to the computer at Canadian Corporate News.
15. Provides back-up relief to all secretarial positions; proofreads draft work and correspondence and provides clerical support services to divisional staff due to absence of other support staff or heavy workload.

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' accumulated experience in a secretarial position with the Federation, a similar institution, or in related work, with demonstrated ability to supervise staff; with a demonstrated knowledge of BC Teachers' Federation, communication skills include a requirement for a high degree of tact, accuracy, understanding of confidentiality, proofreading, typing, filing, and other secretarial skills, a demonstrated ability to initiate and ensure completion of projects and to independently take actions and make judgments, an ability to co-ordinate conferences, an ability to work under pressure, and to ensure that standards and deadlines are met.

Education and training (c)

Completion of secondary school (Grade 12) plus more than one and up to two years of formal training in secretarial skills including typing, dicta typing, supervision, and office procedures.

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 explain or clarify information **often of a complex, politically sensitive or confidential nature. Poor handling could have a marked effect on maintaining harmonious relations.**

Contacts and relationships with persons external to the Federation office involve BCTF members, Executive Committee Members, local presidents, local representatives, media, **the general public** and other visitors to the department, the AGM or RAs, hotel, airline, and catering service employees, committee members and members of other educational organizations to transmit, exchange, or clarify information and data **that require a high degree of tact and diplomacy. Information is routinely of a confidential and sensitive nature. Poor handling could have a marked effect on maintaining harmonious relations.**

Machines, equipment and work aids used

Computer, dictaphone, photocopier, telephone, tape recorder, overhead projector and calculator.

Positions supervised (e)

One department supervisor (Graphics) in the CCD, three administrative secretaries, one editorial assistant, one administrative assistant and provides support for three administrative assistants in the Executive Office. From time-to-time supervising support staff that are located in a different location or a different floor is very time-consuming. Greater time spent supervising when new programs are being developed to ensure their success and spending more time with new admin staff. Total supervised (9).

Physical and/or mental effort (f)

The work may involve excessive mental and/or physical fatigue due to hostile callers, the **constant** high volume of work and the need to ensure that deadlines are met. **There is occasional hostility directed toward the BCTF from the general public when particular topics are being debated in the public arena.**

Working conditions (g)

This position may involve periodic exposure to the excessively disagreeable elements of radiation and glare; and ensuring that adequate mini-offices are set up during the Annual General Meeting.

Date

Incumbent

Supervisor

J0320
June 24, 2005