

Job Description/Specification

Identification	J0455	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	FSD Administrative Assistant	FORMER TITLE/DEPARTMENT: FSD Administrative Secretary
DIVISION/DEPARTMENT:	FSD	PAY GRADE: 4
SUPERVISOR'S TITLE:	FSD Supervisor	DATE APPROVED: May 28, 2018

Function and purpose (a)

To provide secretarial and clerical assistance to the Director and/or Assistant Directors in the Field Service Division; to assist in the research and distribution of bargaining information, including collective agreement provisions, bargaining history, arbitrations, and bargaining; to perform administrative duties necessary for meetings, conferences, zone meetings and field service of divisional administrative staff. To provide support regarding mid-contract modifications to collective agreements.

Principal duties and responsibilities (a)

1. Performs secretarial and clerical duties for administrative staff. Duties include word processing of a variety of documents, proof reading, photocopying, maintaining files and databases, making travel arrangements, taking phone messages, and providing various information to callers, internal mail distribution.
2. Conducts research of existing language in the collective agreement for purposes of arbitration.
3. Operates computer for word processing and email messaging, voicemail, faxes for internal distribution, processing leave of absence forms and to key in enquiries, and data for the maintenance of mailing lists (chair people and committee members) and to obtain printout of same, retrieve information from BCTF membership system.
4. Maintains up-to-date knowledge of grievance and arbitration process. Enters a variety of data and generates reports.
5. Organizes and attends meetings and conferences, arranges for travel, makes hotel reservations, reserves meeting room space, orders coffee and lunches. Types leave of absence forms and all appropriate materials for inclusion in kits for members attending the meetings and conferences. Files and maintains current listings of materials in divisional library.

6. Responsible for the input and continual updating/maintenance of an Enterprise Connect database for the purpose of tracking grievance arbitration information. Assists with clause pulls, as requested.
7. Maintains current copies of collective agreements. Copies and distributes to staff and members as per requests.
8. Provides support services to Director and Assistant Director and communications support with external parties in the absence of the Research and Administrative Assistant/Paralegal.
9. Supports WLC/BAC, including meeting preparation, support, research, and document preparation, Grievance Backgrounder, Local Bargaining Capacity kit, Bargaining Timeline poster, recommendations to the Executive Committee, etc.
10. Materials preparation for Summer Conference and Zone meetings, related to WLC/Bargaining Advisory Committee and Bargaining Chairs.
11. Assists in the co-ordination of LOU committees and minute taking, as required.
12. Assists with research as required on existing language, previous proposals, and bargaining history. Assembles information from locals and from teachers' organizations and other unions, as required.
13. Assists in supporting Bargaining Conference and Bargaining Training by booking venues, sending communications to locals regarding EC decisions, delegate and vote counts, and deadline for local resolutions. Prepares conference kits, organizes local resolutions, Executive Committee recommendations, and referrals from other governing bodies to the conference. Provides support post-conference by processing expense vouchers and TTOC and hotel invoices.
14. As directed, collects information and generates reports on topics such as: collective bargaining, class size and composition, provincial grievances, collection agreements.
15. As delegated by the supervisor, participates in the orientation and training of staff.

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' progressively responsible secretarial experience with the Federation, or with a similar institution. Must have excellent grammatical, typing, proof reading and communication skills. Exposure to collective agreements would be a valuable asset.

Experience in conference planning and ability to work independently, problem solve, and make decisions while researching and providing reports.

Education and training (c)

Completion of secondary school (Grade 12) supplemented by 1 year's training in secretarial or business courses. Broad experience using MS Office Suite at an Intermediate level (Excel, Word, Access, PowerPoint).

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 are required to obtain/transmit or exchange information and data and to explain or clarify information.

Contacts and relationships with persons external to the Federation office involve exchanging and receiving information with members of the various committees, students, the public, the media, other unions, local offices, Ministry of Education, BCPSEA, universities, community colleges, airlines, hotels, caterers, school board offices, and teachers.

These contacts are sometimes politically sensitive, and it is important to ensure confidentiality while maintaining good relations. Critical contacts are regularly required with skilled professionals who may be adverse in interest to the members represented by the Federation, or who may be parties to internal Federation disputes; such contact demanding a high degree of diplomacy and judgement.

Machines, equipment and work aids used

Telephone, voice mail, photocopier, calculator, computer, smart label printer, FAX machine, printers, Microsoft Office suite of products.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is subject to the continual stress of processing large volumes of work requiring a high degree of accuracy under the pressure of critical deadlines. Some lifting is required.

Working conditions (g)

Exposure to a video display screen glare when operating the computer terminal. Overtime may be required to handle heavy workloads with critical deadlines several times during the year.