

Job Description/Specification

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| Identification | J0489 | TFEU/BCTF Joint Salary Committee Decisions |
| JOB/POSITION TITLE: | Supervisor | FORMER TITLE/DEPARTMENT: |
| DIVISION/DEPARTMENT: | PSID | PAY GRADE: 6 |
| SUPERVISOR'S TITLE: | Director, PSID | DATE APPROVED: February 10, 2011 |

Function and purpose (a)

To co-ordinate, supervise, and participate in the work of the support staff of the Professional and Social Issues Division which is the division that supports the enhancement of student learning by promoting and supporting socially responsible quality teaching and quality public education.

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 Professional and Social Issues Division; ensures the efficient operation of clerical support systems for the division which involves typing from draft 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 Professional and Social Issues Division secretarial staff according to established policies and/or collective agreement; prepares or completes holiday, sick leave and related personnel and payroll forms for Professional and Social Issues Division support and administrative staff; initiates disciplinary action and recommends forms of discipline as required; in conjunction with the director of Professional and Social Issues Division and Human Resources Department establishes and reviews the qualifications and requirements of positions supervised; certifies the content of job descriptions; interviews applicants for Professional and Social Issues 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 Professional and Social Issues 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 the accuracy of all jobs and job sheets being sent to the Production Department; ensures deadlines are met; maintains various lists by updating printed and computer lists regularly;-co-ordinates limited changes to member information in the UnionWare database; and informs support staff of upcoming administrative staff vacations, etc.
5. Acts as production co-ordinator to arrange typing and/or mailing of major publications of PSID and ensures the Production Department is notified of any cancellations, additions, postponements and/or changes in schedules of printing times or days.
6. Monitors overtime, casual and bonusing budgets in all PSID programs. Prepares budget amendments for salary costs and oversees the preparation of divisional program budget amendments for director sign off. Works with budget co-ordinator in budget preparation including staff salary allocations, updating budget notes; proofreads all changes.
7. Plans, organizes, co-ordinates, supervises, and participates in the secretarial support for major conferences/trainings such as the New and Student Teachers Conference, Federation Leadership Institute, Summer Conference, Facilitators' Training Institute and advisory committees by assigning or performing such duties as checking and sending a multitude of memos and forms; maintains lists of participants and committees; assembles background material and kits; orders transportation for materials to and from meeting sites; types, answers phones, takes messages, photocopies, provides general information, direction and advises summer conference team regarding priorities and hours of work.
8. Receives difficult and/or unusual enquiries by telephone; analyzes, informs or refers enquiries to appropriate staff for action.
9. Provides for back-up relief to all secretarial positions; proofreads draft work and correspondence and provides secretarial support services to divisional staff due to absence of other support staff or heavy workload.
10. Organizes physical layout of division, co-ordinates furniture and telephone needs with FAS, and checks for capital budget requirements.
11. Responsible for the training fund for PSID administrative and support staff.

12. Works with the director to ensure that the division is a healthy workplace free of any forms of harassment, sexism or racism.
13. Maintains effective working relations between individual members 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)

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 the 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, 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 and to explain or clarify information often of a complex, politically sensitive or confidential nature.

Contacts and relationships with persons external to the Federation office involve BCTF members, Executive Committee members, local presidents, advisory committee members, Provincial Specialist Association presidents and members, BC College of Teachers, media, and other visitors to the department, hotel, airline, and catering service employees, and members of other educational organizations to transmit, exchange, or clarify information and data.

Machines, equipment and work aids used

Computers and related software, photocopier, telephone, tape recorder, overhead projector, calculator.

Positions supervised (e)

Eleven.

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.

Working conditions (g)

Overtime might be required to handle heavy workloads with critical deadlines several times during the year.

Date

Incumbent

Supervisor

Final February 10, 2011
November 8, 2010
August 19, 2010
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January 30, 1995
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