

**SCHOOL DISTRICT #64 (Gulf Islands)**

**Job Description  
Plant Services Secretary**

**SUMMARY**

Under direction, performs secretarial, record keeping and facility booking duties for plant and transportation services using office, accounting and scheduling software.

**DUTIES**

**Under direction:**

- Oversees booking and invoicing of district facilities for school and public use
- Takes and forwards messages; screens, refers and answers inquiries
- Compiles and maintains transportation schedules and ridership lists
- Completes statistical and other reports
- Composes and prepares routine correspondence; signs when authorized
- Receives, sends, and distributes mail
- Manages key inventory and distribution from Plant Services
- Operates office equipment and monitors operation and serviceability
- Orders, receives, distributes and inventories office supplies
- Manages petty cash account
- Monitors and operates VHF radio
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12
- Certificate in Office Administration
- Keyboarding speed of 60 - 80 wpm
- Working knowledge of relevant computer software systems
- 2 years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or an equivalent combination of training and experience

**RELATIONSHIPS**

Responsible to Secretary Treasurer

Responsible to Plant Services Management

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

April 20, 2010

On behalf of:  
CUPE Local 788

*Original signed by:*

Mike Bath  
President

April 20, 2010

**Classification: Clerical IV**

JJEC approved date: April 8, 2010