

Applicants: – Please do not remove this posting – **ask for a copy**

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Plant Services Administrative Assistant
(Continuing, Ten-Month Payscale)

Location: Plant Services

Qualifications: See draft job description attached

Hours of Work: Twenty (20) working hours per week (.6057 FTE). Schedule to be determined in consultation with Director of Facilities and Transportation

Job Rate: \$24.74

Start Date: As soon as possible after posting closing date

Closing Date: 4:00 p.m., Tuesday, August 27, 2019

Apply in writing to: Linda Underwood, Assistant Superintendent
School Board Office
c/o Lori Deacon, Executive Assistant
Fax: 250-537-4200
Email: ldeacon@sd64.org

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

**This is a union position with C.U.P.E., Local 788.
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED _____ →

Successful applicant: _____

Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

August 21, 2019
(CUPE Posting No. 18 (2019/20))

L Underwood

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