

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

**SECRETARY
PROGRAM RESOURCE - TECHNOLOGY**

1. **Position Summary**

Under the direction of the Divisional Teacher Team Leader - Educational Technology performs a variety of secretarial and administrative duties for the Information Technology Department, Library Services and Heritage Languages. Assists staff, schools, students, parents and visitors.

2. **Duties**

a) **Receptionist and Public Relations**

- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding Information Technology, Heritage Language and Summer School and book technology lab.
- Liaise with divisional personnel, parents, students, other school divisions and outside agencies
- Accept applications and arrange interviews.

b) **Computer Functions**

- Set-up and maintains Seven Oaks Divisional Web Page.
- Prepare purchase orders, maintain files, cross-check packing slips against purchase orders, check back orders, invoices for correct charges and have invoices approved for payment by Administrator
- Prepare reports such as weekly employee management reports and annual journals.

2. **Duties**

b) Computer Functions

- Maintain Educational Resource Center charge backs to schools and departments such as laminating, writing folders, and business cards.
- Word process items such as: compose routine correspondence, memos, letters, reports, minutes, purchase orders, agendas, maintenance requisitions, and special projects.

c) Office Management

- Set up and maintain files.
- Open, sort and direct incoming mail.
- Order, maintain and distribute supplies, and stamps.
- Collect and reconcile various accounts.
- Liaise with outside contacts.
- Reconcile cash receipts, cash disbursements and annual financial statements.
- Photocopy

d) Inventory

- Organize and maintain detailed records of office inventory such as computers, software, all equipment, machines, and office supplies.
- Record data in computer.
- Run inventory reports for insurance audit purposes.

2. **Duties**

e) **Other Duties**

- Co-ordinate registration for Summer School, Heritage Language and Divisional Professional Development.
- Record and transcribe meeting minutes.
- Arrange, design and distribute communication materials.
- Attend to emergent situations in absence of Administrator.
- Manage petty cash account.
- Photocopy

3. **Education**

- Grade XII
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Typing 60 wpm.
- Use of office equipment such as computer, multi-line phone, voice mail, calculator, photocopier, fax machine.

4. **Experience**

- 2 to 3 years previous experience, plus 2 year on-the-job training which includes in-house computer training.

5. **Physical Demands**

- Intense visual and mental concentration, eyestrain from computer and sitting for long periods of time.
- Unpack office supplies, as required.

6. **Working Conditions**

- Exposure to noise and frequent interruptions with conflicting demands and deadlines
- Occasional after hour attendance at educational seminars is required.