

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**PROGRAM ADMINISTRATIVE ASSISTANT
INFORMATION TECHNOLOGY CENTRE****Position Summary**

Under the direction of the Information and Communications Technology Director performs a variety of secretarial and administrative duties for the Information Technology Department, Library Services, Heritage Languages, Summer Schools (SS) and Special Language Credit Exams (SLE). Assists staff, schools, students, parents and visitors.

Duties

Receptionist and Public Relations

- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding Information Technology, Heritage Language, SLE and Summer School.
- Liaise with divisional personnel, parents, students, other school divisions and outside agencies.
- Accept application forms for the Divisional Special Programs.

Computer Functions

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

Office Management

- Set up and maintain files.

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

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.

Other Duties

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

Education

- Grade 12.
- One 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.

Experience

- Two to three years previous experience, plus two year on-the-job training which includes in-house computer training.

Physical Demands

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

Working Conditions

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