

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

ADMINISTRATIVE ASSISTANT – OPERATIONS & MAINTENANCE

DEPARTMENT: Maintenance and Transportation

JOB SCOPE

Reports to the Manager of Operations and Maintenance Services.
Assists in the day-to-day administration of Operations and Maintenance Services.
Responsible for general office functions for Operations and Maintenance Services.
Provides information and assistance to staff, suppliers and general public.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Performs general office functions pertaining to the operation of Operations and Maintenance Services.
Prepares purchase orders, purchasing card reconciliations and invoices for approval.
Performs financial administration functions for Operations and Maintenance Services.
Works closely with the Manager of Operations and Maintenance Services to coordinate maintenance and capital projects and support the district's health and safety program.
Maintains security information including alarm code listings for all employees.
Assists the Manager in planning and organizing workshops and training for Operations and Maintenance Services employees.
Coordinates community use requests and prepares schedules.
Ensures custodial coverage.
Schedules the usage and transportation of district tables and chairs.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by two years of courses in accounting and office management.
Ability to type accurately at 50 words per minute.
Ability to maintain good working relationships with staff, suppliers and general public.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Ability to organize and work with a minimum of supervision.
Working knowledge of the Building Code, tendering procedures, contracts and insurance.
Working knowledge of radios and dispatch procedures.
Working knowledge of WorkSafe BC and OHS regulations, WHMIS, PEP and MVA regulations.
Good knowledge of financial administration and office methods and procedures.
Good knowledge of business English, spelling and punctuation.
Skill in operating standard office equipment and computers.
Ability to work with speed and accuracy.
Six years of recent clerical experience, including at least two years of experience in a maintenance, construction or transportation setting.