



Operation Support Centre
Administrative Assistant
Administrative Procedure 2.B.120

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December 2003

Date Amended: December 2005, October 2006, April 2012, August 2018, December 2024

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Operation Support Centre Administrative Assistant is responsible for the confidential administrative assistant duties to the Transportation Department and works under the supervision of the Transportation Supervisor. This person operates as part of the Operation Support Centre office team that provides efficient and effective service within the office as well as service to the school division. The Operation Support Centre Division office Team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

Operation Support Centre Administrative Assistant

1. Serve as the receptionist in an inviting and pleasant manner to visitors/callers and direct inquiries to appropriate personnel.
2. Maintain an efficient and effective telephone system and to maintain the office kitchen.
3. Responsible for managing bookings of meeting rooms located at the Operation Support Centre.
4. Review the office supply inventory on a regular basis and order supplies as required within the office budget allocations.
5. Assist with the processing of supply orders.
6. Receive and distribute daily incoming internal and external mail and parcels.

Administrative Assistant to Transportation Department

1. Distribute candidate information for driver training and applications to be a bus driver.
2. Assist the Transportation Supervisor in coordinating bus drivers for leave requests and extracurricular trips and monitors the two-way radio.
3. Assist with notification of emergency closures and bus break downs.
4. Respond to Field Trip requests and Coordinate drivers.
5. Monitor and update Transportation Supervisor of absence and leave requests in accounting software.
6. Record approved bus driver extra hours in accounting software.
7. Provide clerical support for the Transportation Supervisor.
8. Assist the Transportation Supervisor in preparing for meetings and workshops.
9. Assists with bus driver personnel PD.
10. Assists the Transportation Supervisor with establishing and mapping of bus routes.
11. Under the direction of Transportation Supervisor communicate transportation information to bus drivers, schools and parents.
12. Maintains bus driver licensing, certification and bus fleet information as well as all records required by the province related to Transportation.

SKILLS / QUALIFICATIONS

- Minimum high school graduate with several years' experience in an office environment performing administrative duties and demonstrated experience with MS Office.
- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills suitable for administrative role and ability to communicate clearly to various stakeholders (drivers, schools, parents, mechanics, etc.) over different communication mediums.
- Strong organizational skills.
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Strong computer skills and experience working with database applications, Word, and Excel.
- Experience working with database environments (data entry, data review, data manipulation and administrative tasks).

EMPLOYMENT REQUIREMENTS

- Diploma in a recognized administrative assistant program (or equal combination of academic and practical experience).
- Minimum of two (2) years related experience.