

Senior Management Assistant

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OVERVIEW

Under the general supervision of a Senior Manager, the Senior Management Assistant provides a variety of administrative support functions, with limited supervision, within a broad framework of policies and procedures. The incumbent functions in an environment with many time sensitive, confidential and/or political issues/projects occurring simultaneously. Due to the nature of the work, the incumbent must establish and maintain links with Principals, Vice Principals, District staff, Union executive members, Trustees, parents, students, Ministry officials and the public.

POSITION DESCRIPTION SENIOR MANAGEMENT ASSISTANT

SMAS – 1

Coordinates administrative services including implementing and updating established administrative policies, procedures and services

SMAS – 2

Composes, prepares and disseminates information in a wide variety of formats; handles confidential matters such as Board items, minutes, reports, contracts, directives, policies and recommendations as directed by senior management

SMAS – 3

Screens supervisor's calls, correspondence and visitors; relays messages; identifies, reviews and prioritizes emerging issues, seeks information on own initiative to ensure the Senior Manager is aware of and can respond effectively to sensitive issues

SMAS – 4

Communicates information regarding school District programs, policies, regulations and other current events to Trustees, District staff, Parents' Advisory Council, Ministry officials, agencies, and the public by telephone, via correspondence and/or in person on behalf of senior management

SMAS – 5

Initiates and prepares correspondence, memoranda, reports, forms and emails on behalf of senior management and acts upon matters not requiring the Senior Manager's attention

SMAS – 6

Edits, formats and proofreads documents and correspondence created by senior management and others that often contain confidential subject matter for clarity and consistency

SMAS – 7

Coordinates information for meetings including preparing meeting agendas and pack-ups and designing presentation materials; attends meetings and provides an accurate recording of these meetings

SMAS – 8

Records and transcribes minutes of meetings which are legal, confidential and/or public in nature for internal and external distribution

SMAS – 9

Receives, redirects and/or handles inquiries from the public through the main switchboard

SMAS – 10

Maintains senior manager's calendar by scheduling and arranging meetings and coordinating travel arrangements

SMAS – 11

Creates, monitors and posts information to Outlook as well as to the District website

SMAS – 12

Develops tools and procedures to assist in District and school data-gathering; responds to related inquiries

SMAS – 13

Researches, extracts and collates data and information and creates reports which are used by senior management and others in decision making processes

SMAS – 14

Provides background documentation on matters requiring senior manager's attention

SMAS – 15

Provides records management services which include the preparation and tracking of confidential information to maintain accurate and current organizational data and to ensure efficient information retrieval

SMAS – 16

Administers and monitors budget allocations; coordinates purchases and reviews monthly financial transactions posted to the accounts

SMAS – 17

Coordinates all aspects of District and regional conferences, workshops and in-service sessions including registration, accounting document preparation and arranging refreshments

SMAS – 18

Develops and maintains a liaison relationship with trustees, District staff, employee groups, Ministry officials, agencies and the public

SMAS – 19

Provides assistance to others, within the department, during periods of peak workload, sickness, vacation, etc.

SMAS – 20

Moves and lifts office supplies up to 18 kg (40 lbs)

SMAS – 21

Performs other assigned comparable and transient duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS
SENIOR MANAGEMENT ASSISTANT

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Grade 12 or equivalent and</p> <p>One (1) year post-secondary Office Administration Certificate including course work in basic accounting, records management and computer skills or equivalent. (Must demonstrate bookkeeping competency by passing a related district test)</p>
EXPERIENCE	<p>TECHNICAL REQUIREMENTS</p> <p>Two (2) years experience in a school district providing administrative support to a senior administrator/manager</p>
KNOWLEDGE	<p>TECHNICAL REQUIREMENTS</p> <p>Broad knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the Department</p> <p>Strong knowledge of business English, punctuation and spelling</p> <p>Extensive knowledge of database management, spreadsheet, word processing and presentation software and applications and knowledge of Internet research techniques</p> <p>Broad knowledge of project management</p> <p>Broad knowledge of records management</p> <p>Broad knowledge of bookkeeping principles (including month end statement and non-public funding)</p> <p>Broad knowledge of the Student Information System (SIS)/BCeSIS</p> <p>Broad knowledge of budget preparation and control procedures</p>
SKILLS AND ABILITIES	<p>TECHNICAL REQUIREMENTS</p> <p>Keyboarding at 60 W.P.M.</p> <p>Speed writing, shorthand or note taking at 80 W.P.M.</p> <p>Ability to draft and edit professional, error free written documents</p> <p>Ability to record minutes and report proceedings of meetings</p> <p>Ability to perform job related mathematical calculations</p>

	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Superior organizational, management, leadership, communication and human relations skills</p> <p>Demonstrated ability to take initiative and exercise discretion in determining priorities</p> <p>Ability to work in a busy environment often under pressure and multiple demands</p> <p>Ability to work independently and as a member of a team</p> <p>Ability to document, summarize and interpret information</p> <p>Ability to maintain attention to detail for periods of sustained duration</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to work with minimal supervision</p> <p>Ability to manage multiple projects, set priorities, perform duties with speed and accuracy, and work effectively under pressure and tight deadlines</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in a professional and courteous manner</p> <p>Ability to respond to inquiries and complaints and deal with angry or upset parents and other members of the public</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Physical ability to perform the required duties</p> <p>Occasionally work outside of normal work hours</p> <p>Able to lift up to 18 kg (40 lbs) as required and operate office related equipment</p>