

## JOB DESCRIPTION

<b>Position</b>	<b>Executive Assistant/Office Manager</b>
<b>Portfolio</b>	Administrative Council Executive
<b>Reports To</b>	Director of Education/CEO
<b>Location</b>	Education Centre, RM of Sherwood
<b>Salary Range</b>	Executive Assistant /Office Manager grid, Conditions of Employment

### JOB PURPOSE

The Executive Assistant/Office Manager is responsible for administrative, organizational and logistical support to the Board of Education, the Director of Education/CEO and the Deputy Directors, ensuring organized, efficient and productive Board and office operations.

### PRIMARY RESPONSIBILITIES

- Provide proactive, timely, professional support for Board of Education functions, including:
  - Manage production of the monthly Board package to ensure high quality, complete Board materials.
  - Manage correspondence and filing systems to ensure accurate and complete Board and administrative records are created, maintained, tracked and retrieved.
  - Manage Board-related records such as minutes, correspondence, attendance and remuneration claims to ensure proper storage and retrieval.
  - Manage travel and logistical arrangements for Board activities and events.
- Proactively manage and follow up on correspondence, inquiries and issues directed to the Director of Education, ensuring that protocols are followed in dealing appropriately, effectively and diplomatically with Board member, staff and public requests in a timely way.
- Plan and schedule calendar events and compile current and complete files/information in advance to ensure the most effective use of the Director's time.
- Coordinate and proactively plan meetings and prepare related materials for the Administrative Council Executive, Administrative Consortium and School-based Administrators groups.
- Manage the central filing system and senior management personnel files to ensure accurate and complete records are created, managed, tracked and retrieved.
- Provide professional and technical leadership to administrative support staff, leading by example in quality of work product, attitude and work ethic.
- Provide orientation and support to new Administrative Consortium members to ensure they understand office practices and protocols, and follow up on departing Administrative Consortium members to ensure all departure protocols are followed.

<ul style="list-style-type: none"> <li>• Manage Administrative Procedures and Board Policies to ensure documents are up to date, accurate and accessible to staff and the public.</li> <li>• Code invoices and purchasing card transactions in an accurate and timely manner for processing by Finance.</li> <li>• Responsibilities may be reviewed and assigned from time to time by the direct supervisor.</li> </ul>
<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Thorough working knowledge of office management practices, procedures and processes</li> <li>• Excellent working knowledge of Microsoft Word, Excel, PowerPoint and Outlook</li> <li>• Ability to anticipate key events, activities and deadlines and prepare/organize reference materials, correspondence, files, briefing notes and meetings as required to support the Board of Education and Deputy Director/CFO</li> <li>• Ability to communicate effectively with employees, other organizations and the public and present a positive image of the Board and Prairie Valley School Division</li> <li>• Ability to independently initiate and organize methods for office efficiencies</li> <li>• Ability to establish effective working relationships at all levels in the organization</li> </ul>
<p><b>COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Communication – Clearly and proactively convey information to a variety of audiences, ensuring the message is delivered and understood.</li> <li>• Organizational Awareness – Use knowledge of the organizational climate to solve issues and accomplish goals; comply with and enforce organizational policies, procedures and practices.</li> <li>• Teamwork – Promote cooperation and commitment with co-workers to reach common goals; engage others and commit to furthering the organization’s objectives.</li> <li>• Time Management and Organization - Maximize time in order to accomplish as many tasks as possible, prioritizing tasks as needed, setting out goals and objectives as well as the work plans required to complete them.</li> <li>• Confidentiality – Respect the confidential nature of the position and keep confidential all information that would be reasonably be considered personal or confidential.</li> <li>• Service Orientation – Provide superior service to both internal and external clients by displaying professional and respectful behavior at all times.</li> </ul>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Grade 12 Diploma</li> <li>• Certificate in Office Education or equivalent</li> <li>• Minimum five years senior administrative experience in a large and complex organization</li> </ul>
<p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• 40 hours per week, 12 months per year</li> <li>• Conditions of Employment</li> </ul>



<b>DIRECT REPORTS</b>
<ul style="list-style-type: none"> <li>Administrative Assistant, Receptionist</li> </ul>
<b>INDIRECT REPORTS</b>
<ul style="list-style-type: none"> <li>All Education Centre based Administrative Assistants (approximately 3 FTE)</li> </ul>

**Approved by:**

Supervisor Name: Naomi Mellor

Supervisor Title: Deputy Director/CFO

Signature: *MLV*

Date: May 19, 2017

Deputy Director Reviewed *MLV*

Last Updated: May 2017