



IDENTIFICATION

Department	Position Title	
Beaufort Delta Education Council	Administrative Assistant	
Position Number(s)	Community	Division/Region(s)
7218	Inuvik	BDEC Office

PURPOSE OF THE POSITION

The Administrative Assistant is responsible for the provision of reception, administrative and clerical support to the Beaufort Delta Education Council (BDEC) in accordance with GNWT acts, regulations, BDEC policies and procedures. The incumbent supports the effective delivery of finance and administrative programs.

SCOPE

The Beaufort Delta Education Council is the governing body appointed by the Minister of Education, Culture and Employment to provide governance, leadership and set policies for the Education Council. BDEC consists of one member from each of the 9 District Education Authorities (DEAs) that represent the communities of Inuvik, Aklavik, Tuktoyaktuk, Sachs Harbour, Paulatuk, Ulukhaktok, Tsiigehtchic and Fort McPherson and one elected member from the Gwich'in Tribal Council (GTC) and Inuvialuit Regional Corporation (IRC). BDEC serves approximately 1800 students in 9 schools, is responsible for a staff of approximately 200 administrators teachers and support staff and a budget of approximately \$30 million. The Superintendent and BDEC staff provides professional advice, educational, administrative, technical and financial services support and assistance to BDEC, DEAs, school administrators and staff, stakeholders, members of the public and particularly, students and their families in order to ensure the delivery of quality educational programs and services within the district.

This position is located in Inuvik and reports to the Comptroller. The incumbent provides support services to approximately 17 staff in the BDEC office. As a member of the BDEC team, the incumbent works closely with the BDEC staff. The incumbent is the first point of contact for clients coming into the BDEC office. The incumbent greets and directs visitors to the office to the appropriate person or service, answers and forwards telephone calls, takes messages, schedules appointments and performs related clerical duties including responding to visitors inquiries and requests for information. The incumbent responds to approximately several telephone calls per day. The incumbent is responsible for the distribution and circulation of a large volume of documents, i.e.: letters, reports, faxes and forms per year.

The incumbent is responsible for general office duties including preparation of correspondence, maintenance of records management system, operation of office equipment, answering telephones and performing administrative duties of a general nature that support the day-to-day operation of the BDEC office.

RESPONSIBILITIES

1. Perform receptionist and administrative support duties.

- Answering incoming calls in a professional manner and deciding the appropriate response (i.e. who should get the call, level of urgency, call back, taking messages);
- Greeting and directing visitors to the appropriate personnel in a professional manner;
- Receiving and opening incoming mail, ensuring proper distribution to appropriate personnel and keeping confidentiality of all materials/information received;
- Opens, sorts, tracks and routes incoming and outgoing mail;
- Arranging for appointments with appropriate BDEC personnel, as required;
- Handling of outgoing mail and parcels, and;
- Distributing the incoming faxes to the appropriate personnel, ensuring that urgent faxes are relayed immediately and keeping confidentiality at all times;
- Accurately typing, proofing and editing BDEC Executive or General minutes or meeting, letters, service contracts, work orders, forms, and lists from drafts provided, printed or handwritten;
- Assists the Comptroller or Superintendent in putting together BDEC meeting packages by coordinating with each DEA secretary-treasurer or member for the information items/concerns from their respective communities, forming a team to photocopy and collate to complete the package and ensuring that each BDEC member receives the meeting packages at least one week before the scheduled meeting.
- Prepares correspondence, reports, statements and other material(s) for senior management;
- Obtains files, documents and background information as required and in accordance with ATIPPS and ARCS;
- Ensuring sufficient office supplies required by BDEC staff by maintaining sufficient inventory and ordering replenishment of supplies, as needed;
- Photocopying, collating and binding, as requested and
- Place service calls for repairs of office equipment and telephone systems.
- Prepares and maintains the current mailing list, prints mailing labels and complies and distributes materials to be mailed; and
- Makes administrative decisions according to established procedures.

- 2. Arranges all travel and accommodation for all BDEC staff by:**
 - Requiring submission of the approved travel documentation;
 - Making arrangements with the travel agent, airlines, hotels, as required;
 - Completing and submitting to spending and payment authorities the travel and accommodation warrants for signature approval;
 - Indicating the correct budget/account codes; and
 - Providing a written itinerary or advising the person concerned of confirmed travel arrangements, and providing copies of travel and accommodation warrants, as required.
- 3. Maintains the office filing system by recording and tracking documents for the BDEC office.**
 - Issuing official receipts for all incoming cheques/cash and submitting of same to the Comptroller for review and direct deposit;
 - Record receipt of school reports (monthly, accident, excursion, others);
 - Recording and maintaining telephone directories (internal – Schools & DEAs, government offices and others); ensuring that all concerned are given an updated list as changed;
 - Ensuring that all general office files are filed properly, kept up-to-date and confidentiality is maintained;
- 4. Provides Front Desk Security and Safety services for the BDEC office.**
 - Assesses any disruptive, suspicious or potentially threatening clients and uses judgment to initiate proper course of action.
 - Deals with emergency situations.
 - Ensures the mailbag is locked in the safe each evening.
 - Locks and unlocks client file cabinets as per established protocol.
 - Acts as Floor Warden as part of the Occupational Health and Safety Committee
- 5. Maintains the departmental records management system.**
 - Maintains all records in accordance with all requirements under the Office Records Classification System (ORCS) and Archive Records Classification System (ARCS);
 - Ensures staff are advised of correct records management procedures;
 - Works closely with the Co-ordinator, Records and Access to Information to ensure ORCS and ARCS are implemented correctly;
 - Responds with urgency to all Access to Information Requests;
 - Works closely with Public Works and Services staff to ensure orderly record storage, retrieval, and shipping to the warehouse; and
 - Initiates records management, storage and retrieval of departmental records.
 - Ensures all files are maintained according to Records Management requirements;

6. Performs other administrative tasks.

- Ensures the attendance register for each staff person in the BDEC office and all Schools are accurate and approved monthly and sent to Department of Human Resources as per established guideline;
- Orders internal forms and bulk office supplies as required;
- Assists with training of casual employees and summer students as required;
- Participates in training programs as identified in Performance Assessment or as identified and directed by the Comptroller or Superintendent;
- Completes various work activities and assignments as directed by management.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of various computer programs, including: Microsoft Office (Word, Excel, Outlook, PowerPoint) and ability to troubleshoot technological problems
- Strong organizational and time management skills and ability to organize time effectively, multi-task, organize and prioritize own workload in order to meet deadlines;
- Proven effective communication skills, interpersonal skills, organizational skills, people management skills, time management skills, and analytical skills to deal productively and effectively with staff, customers, and various partners;
- Ability to communicate effectively verbally and in writing and work with people in an effective, tactful manner;
- Ability to deal with interruption and tight deadlines;
- Ability to understand and carry out detailed instructions;
- Ability to concentrate and listen for lengthy periods of time;
- Ability to record, format and compile information accurately;
- Ability to take and transcribe minutes; ability to type 50 words per minute
- Ability to maintain confidentiality and demonstrate a high degree of tact, discretion and diplomacy while working in a fast paced environment is critical;
- Ability to operate a desktop in order to maintain the public computers, send and receive electronic mail, perform word processing and access information over the internet.
- Familiarity with the ARCS/ORCS filing systems, in accordance to the GNWT-wide legislation and ability to maintain a Records Management System, and
- An ability to participate willingly and support team decisions (i.e.: is a good team player).

Typically, the above qualifications would be attained by:

Completion of a two-year post-secondary administration program plus three years related experience.

Position Security (check one)

- ☐ No criminal records check required
- ✓ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

Official Languages Considerations

- ✓ Not required
- ☐ Bilingual required (state language) _____

Exclusion/Inclusion

- ☐ This job should be excluded from the Bargaining Unit
- ✓ This job should be included in the Bargaining Unit

Other Job Requirements

Requires a valid Class 5 Drivers License.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position at a desk with a computer with frequent opportunity to move about.

Environmental Conditions

Incumbent works in a busy, open work environment with frequent disruptions which can impact one's ability to concentrate

Sensory Demands

There can be several people vying for the incumbent's time and attention at the same time. This can be a source of stress or fatigue.

Mental Demands

The incumbent is faced with the pressures of deadlines and competing priorities, coupled with the need for a high degree of accuracy, accountability and thoroughness. This can be a source of stress and frustration. Contacts with clients can be taxing when recipients are demanding or frustrated; patience and tact are required in dealing with others.