

IDENTIFICATION

Job Title: Executive Secretary	Location: Fort Smith	School/Office: SSDEC Divisional Office
Position Number: 99-3160	Financial Code: 105809-100	

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Executive Secretary is responsible for providing confidential, executive secretarial and administrative services to the Superintendent and Education Program staff of the South Slave Divisional Education Council (SSDEC) in order to maintain effective and efficient operations within the SSDEC central office. The Executive Secretary must comply with the Collective Agreement, the GNWT Human Resources Manual and SSDEC policies and procedures.

SCOPE

(The way that the position contributes to and impacts on the organization)

The South Slave Divisional Education Council is the governing education body for the South Slave Division as legislated under the Education Act. The SSDEC consists of one member selected from each of the five locally elected District Education Authorities (DEAs) that represent the communities of Fort Smith, Fort Resolution, Hay River, Lutsel K'e, and the Hay River Reserve. The SSDEC serves approximately 2000 students in eight schools, is responsible for a staff of approximately 185 administrators, teachers and support staff and a budget of over \$16 million. The Superintendent and staff of the SSDEC provide professional advice; educational, administrative, technical and financial services; and support and assistance to the SSDEC, 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 division.

The Executive Secretary reports to the Superintendent and is responsible for providing confidential and highly accurate secretarial and administrative services to the Superintendent and a staff of 13 people within the SSDEC office. The Executive Secretary is also responsible for ensuring that effective communications are maintained within the office and between SSDEC staff and the DEAs, school administrators, students and their families, government departments and members of the public. He/she is responsible for managing the filing and mail systems; answering and directing calls; and preparing a wide variety of computer generated documents. As the first point of contact for the SSDEC, he/she is also responsible for ensuring that the Council is represented in a positive and proactive manner.

The Executive Secretary makes a significant contribution to the effective, accurate and timely operations of the SSDEC, the DEAs and the schools in the division. Providing these services in effective and efficient manner will have a direct impact on the ability of the Superintendent and SSDEC staff to fulfill their responsibilities as well as on DEAs, school staff, clients and stakeholders who require information or assistance.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide timely, accurate and confidential executive secretarial services to the Superintendent and Staff in order to ensure the effective and efficient operation of the Central Office

Main Activities:

- Prepare correspondence, agendas and minutes of meetings and other documents for the Superintendent
- Maintain the Superintendent's calendar and schedule meetings, appointments and teleconferences
- Ensure the Superintendent and Central Office Staff are aware of relevant dates, meetings and upcoming deadlines
- Input highly confidential documents including Principal performance evaluations and confidential position papers
- Review and edit documents for grammar, proper use of language and clarity
- Send out letters of regret when the Superintendent is not able to attend meetings or events
- Draft letters of support and other routine correspondence for the Superintendent's signature
- Advise the Superintendent and Central Office Staff immediately of new incidents and events
- Ensure all parties are aware of required information and follow-up on outstanding requirements
- Coordinate travel and accommodation arrangements for the Superintendent and others traveling with him/her
- Coordinate travel and accommodation arrangements for the Central Office Staff including setting up air charters
- Conduct research, compile information and data and complete special projects as assigned by the Superintendent

2. Provide executive secretarial services to ensure the DEC office operates in an orderly and effective manner

Main Activities:

- Set up and maintain an office filing and bring forward system
- Receive and log in faxes
- Receive and distribute the mail
- Respond to general correspondence
- Set up staff and other general meetings
- Take minutes at staff and other general meetings
- Maintain a news clippings file

3. Provide information and respond to inquiries in a timely manner in order to maintain good relations with DEAs, school administrators, students, families, stakeholders and the public

Main Activities:

- Receive and direct all incoming calls and take messages for staff
- Respond to or direct inquiries from students, families, stakeholders and the public
- Respond to or direct requests from DEAs and school administrators and staff
- Ensure DEAs and schools are provided with information and materials such as new policies and procedures, manual updates, etc.
- Provide information and relevant documents to government departments including Education, Culture and Employment and the Financial Management Board Secretariat

4. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Monitor the daily attendance register
- Pick up and drop off mail/parcels daily
- Assist in ordering bulk supplies
- Check off supplies as they are received
- Prepare purchase orders for advertisements, registration fees, air charters, etc.
- Coordinate surveys for schools and/or office staff
- Coordinate arrangements for Principals, and other meetings including booking conference rooms, travel and accommodation for participants
- Maintain office equipment including faxes, telephone systems and photocopiers
- Update lists such as DEA Members, school listings, etc.
- Compile student excursion field trips, obtain appropriate approvals and forward to Risk Management
- Maintain various manuals such as the Human Resources Manual and the SSDEC Policy Manual and insert updates as required
- Deposit Revenue Canada payroll remittances at the bank
- Pick up payroll reports from the FMBS
- Maintain and update the billboard

- Provide orientation, guidance and training to Aurora College practicum and/or summer students
- Provide French interpretation services as required

5. Provide assistance with human resource management functions

Main Activities:

- Conduct telephone reference checks on candidates of the SSDEC
- Draft acknowledgement, regret and acceptance letters to candidates
- Distribute letters of offer to the successful candidate and appropriate parties
- Assist in the coordination and finalizing of the Long Services Awards for all staff

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have knowledge of senior secretarial, administrative and office management procedures. He/she must be familiar with filing and bring forward systems. The incumbent requires the ability to maintain a high level of accuracy and confidentiality concerning SSDEC files. He/she must have a high degree of political and cultural awareness and sensitivity as well as the ability to use the following computer programs at an advanced level: word-processing programs, database programs, desktop publishing programs, spreadsheets and e-mail systems.

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ very effective organizational skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate database, desktop publishing, spreadsheet and wordprocessing programs, and e-mail at a highly proficient level
- ✓ stress management skills
- ✓ time management skills
- ✓ ability to communicate in English and French

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Executive Secretary. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of secretarial and office procedures coursework combined with related senior level secretarial experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Executive Secretary will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Executive Secretary will also have to do some lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must greet and address a variety of individuals and issues in a positive manner on a constant basis.

Sensory Demands

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer which requires attention to detail and high levels of accuracy.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues. The workflow is uneven and at times can be overwhelming unless the incumbent is able to effectively prioritize and complete his/her duties.