

Group: CUPE

Title: **Transportation Administrative Assistant**

Dept.: Operations

Location: Nelson Operations

Position Description:

Performs administrative, secretarial, basic accounting, reception, and clerical services for the Transportation department.

Reports to:

Manager of Operations or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, email, and in person.
- Composes letters, memos, forms, financial reports, office procedures, and various documents. Manages records and files.
- Responsible for coding and reconciling school transportation invoices with schools.
- Assists in maintaining student information in routing and surveillance software.
- Oversees and distributes student bus passes.
- Assists in organizing meetings and events.
- Maintains and orders office and stationary supplies, materials, learning resources and equipment.
- Records and files minutes and proceedings for transportation and staff meetings.
- Performs related clerical duties including responding to inquiries, reporting, and data management.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience:

- Grade 12.
- Completion of an Office Administration program certificate or equivalent post-secondary education.
- First Aid Level 1
- Minimum two (2) years office administration experience.
- Keyboarding 50 w.p.m

Skills & Knowledge & Abilities

SKILLS:

- Strong verbal and written communication, organizational, and time-management skills.
- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Strong collaboration and teamwork abilities
- Proactive and initiative-driven mindset

KNOWLEDGE:

- Advanced knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office and web-based applications.
- Knowledge and understanding of district processes in order to communicate effectively to solve practical problems.
- Considerable knowledge and ability to operate and troubleshoot a variety of office equipment.

ABILITY

- Ability to maintain effective working relationships with the public, students, teachers, principals, and other employees, in addition to various outside agencies/suppliers.
- Ability to understand and implement office procedures
- Ability to organize and prioritize workload with limited supervision including managing requests and problem-solving.
- Ability to convey information and sustain productive working connections
- Ability to take meeting minutes
- Ability to perform tasks requiring extended periods of concentration
- Ability to handle frequent interruptions while working
- Ability to adhere to deadlines, including flexibility and adaptability.

RESPONSIBILITY

- Exhibit professionalism and adhere to the district mission, vision and values as outlined in the strategic plan.
- Adhere to District policies, procedures and safety protocols
- Manage confidential and sensitive information with discretion and professionalism
- Work with minimal supervision, following established practices and/or methods

- Maintain a high level of confidentiality.

WORKING ENVIRONMENT

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions with the public.
- Work is indoors in clean and well-maintained buildings.
- Work includes time pressures and interruptions.
- Long periods requiring significant concentration.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

Good working relationships with:

- School District 8 Staff
- Vendors and Suppliers
- General Public

Next scheduled revision: Spring, 2028

Agreed upon: November 22, 2024