

ADMINISTRATIVE ASSISTANT (Comm. Us of Facilities)

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Coordinator of Operations/Community Use of Facilities, the Administrator performs secretarial and administrative duties; administers the Board's community use of facilities; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

- processes forms, letters, reports, etc.
- processes incoming mail
- responds to phone calls or directs to the appropriate person
- maintains files

Administers the Board's community use of facilities:

- assists groups in finding appropriate board facilities
- obtains approval to utilize the site
- reviews the rate(s) with the clients
- maintains an up-to-date listing of available sites, hours of operation and custodial schedules
- maintains a listing of regular community use clients, maintains regular contact with them and monitors their level of satisfaction
- advises supervisor of problems
- determines appropriate designation of Permit group within Board procedures
- obtains additional information regarding cleaning requirements, following permit use
- prepares and forwards invoicing information to Finance
- collects administrative and rental fees from outstanding accounts and forwards to Finance

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Excellent telephone and interpersonal skills
- Proficiency with Bookit, MS Word, Excel, etc.
- Familiarity with JESS system would be an asset

- Initiative and organizational skills

Individuals who possess an equivalent combination of education and experience may also be considered.