

ADMINISTRATIVE ASSISTANT (MANAGER OF TRANSPORTATION)

CUPE 2357 – Level 4

CORE FUNCTION:

Under the direction of the Manager of Transportation of the Ottawa Catholic School Board, the administrative assistant performs general administrative/clerical duties; maintains the Department's web-identity; supports and assists with the provision of special needs transportation services; maintains various financial and statistical records and accounts; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Performs general administrative duties:

- responds to phone calls or directs to the appropriate person
- types memos, letters, forms, reports, etc.
- processes incoming mail
- maintains filing system
- maintains and updates various Department manuals
- maintains office supplies
- maintains reports for budget and planning purposes
- distributes information and manager assigned tasks to members of the Department

Maintains the Department's web-identity:

- posts, edits and up-dates web content for the Transportation Department to provide maximum benefit to the users
- liaises with Information Technology, as required, to ensure security and integrity of the system

Supports and assists with the provision of special needs transportation services:

- processes requests for charter transportation, late busing and school-to-school excursions
- receives, verifies and distributes information to appropriate authorities and maintains records on pupils with life threatening medical conditions
- resolves individual transportation issues, as assigned by the Manager
- liaises with schools and parents to resolve special transportation issues
- directs excursion change notices and cancellations to appropriate person and notifies of vehicle breakdowns, etc.
- maintains records and prepares payment requisitions for special dependently handicapped relief home transportation services

Performs other duties, as assigned by the supervisor.

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
- Proficiency in word processing (MS Word)
- Keyboarding speed of 60 w.p.m.
- Experience using spreadsheets
- Knowledge of EDULOG NT and STMS would be an asset
- Effective telephone manner
- Initiative, tact, and diplomacy
- Good interpersonal skills
- Good organizational skills

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