

ADMINISTRATIVE ASSISTANT (Planning)

CUPE 2357 – Level 3

CORE FUNCTION:

Under the supervision of the Manager of Planning, the administrative assistant provides administrative support; provides information on boundary attendance areas, general admissions, transportation, etc.; monitors the collection and reporting of the Education Development Charges (EDC) and maintains the database; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Provides administrative support:

- word processes letters, reports, forms, etc.
- processes incoming mail
- responds to phone inquiries or directs to the appropriate person
- completes printing requisitions and coordinates print jobs
- books travel arrangements
- schedules appointments and meetings
- maintains files
- maintains office records and statistics (ex. attendance, directories, etc.)

Provides information on boundary attendance areas :

- disseminates information on school boundaries, cross boundary transfers, French language programs, admissions and transportation
- assists in the preparations, maintenance, printing and distribution of the Boundary Book and informs schools of any changes/up-dates
- updates street indexes for new subdivisions
- assists in the preparation of presentation materials for meetings
- maintains Department manuals
- compiles miscellaneous data using Excel, as required

Monitors the collection of Education Development Charges:

- monitors and reconciles the collection of EDC monies
- follows-up with municipalities, as required
- receives monthly reports of building permit activity and collection report for eight municipalities, notes exceptions and follows-up to ensure collection of all eligible EDC's
- prepares a monthly report on the reconciliation of EDC's for Finance and enters the information into the EDC database
- liaises with Information Services on matters related to the EDC database

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 with MS Word, Publisher, Excel and database applications
- Familiarity with the Board's Purchase Order system, Records Management system, and Student Transportation Management system would be an asset
- Excellent interpersonal skills
- Initiative and organizational skills

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