

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Facilities Executive Assistant

SUMMARY

Under direction of the Director of Facilities, coordinates the office operations including monitoring of department budgets. Provides support to the Director of Facilities, Supervisors within Facilities Department as well as support for the Energy Manager.

DUTIES

- Prepares confidential correspondence and reports including matters relating to land transactions
- Answers and directs telephone calls, often of a confidential and sensitive nature
- Monitors all financial accounts and reports on same to the Director of Facilities
- Prepares and posts tender notices and documents to electronic bidding sites for the building of new facilities, renovations and additions
- Processes and controls within project budget, construction project billings, architect and other consultant invoices
- Processes various senior government forms including compile data related to Plant Operations
- Liaises with Facilities and District staff on behalf of Director of Facilities as well as with consultants and contractors
- Receives and disseminates invoices to Grounds and Maintenance Supervisors for approval
- Receives and enters GL accounts on invoices requiring approval of Director of Facilities
- Enters approved invoices for Grounds, Maintenance, operational and project for payment, or oversees entry
- Enters, authorizes and maintains timesheet records for Grounds, Maintenance and Facilities staff using District software
- Tracks and monitors all keys and security cards and administers 'spare pool' of security cards for all District facilities
- Creates/revises drawings using computer aided drafting programs; maintains electronic copies of drawings, maintenance manuals and design documents
- Acts as the Administrator and Controller of PM Direct, a preventative maintenance work order system
- Provides reporting formats for Capital Asset Management System (VFA reports as well)
- Processes statutory declarations and holdbacks on capital projects
- Processes invoice batches for Capital and AFG Projects
- Maintains project Change Order records
- Provides background documentation for solicitors
- Prepares all purchase orders for the Facilities Department
- Answers, screens and refers inquiries with regard to District policies and procedures including purchasing
- Orders business cards and other printing requirements for Facilities staff
- Arranges training for Facilities employees
- Maintains and controls a petty cash fund
- Organizes and schedules meetings for the Director of Facilities
- Assists supervisory and clerical staff with computer program issues such as MS Office

- Makes travel arrangements for Facilities staff
- Attends meetings as required and takes minutes
- Maintains filing systems
- Provides executive assistance for major projects

** Performs other comparable duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Certificate in Office Administration and courses in Accounting at a college level
- Minimum of four years senior clerical experience
- Experience working in Engineering and Construction administration environments, including experience with project accounting, project documentation and project file management
- Working knowledge of VectorWorks CAD program
- Demonstrated knowledge of legal issues along with training and experience in writing and preparing documents such as leases, contracts for projects and RFP's
- Effective communications training
- Advanced word processing skills with a speed of 70 w.p.m.
- Demonstrated ability to compose effective business correspondence in an efficient manner
- Demonstrated ability to work independently and take initiative and exercise discretion in determining priorities
- Advanced knowledge of Microsoft Office
- Advanced problem solving and organizational skills
- Advanced interpersonal and communication skills

** Or an equivalent combination of training and experience*

DESIRABLE SKILLS

- Knowledge of District policies and procedures

DATE

December 2016