

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-5**

#94868

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**POSITION TITLE: SENIOR MANAGEMENT SECRETARY, HUMAN RESOURCES****REPORTS TO:** Director, Human Resources**SUPERVISES:** N/A

JOB SUMMARY: To provide administrative support to the Director, Human Resources, the Department, and the Board of Trustees, and to oversee the Division's Human Resources Information System and contribute to the efficient operation of the Board Office.

KEY ACCOUNTABILITIES:

1. To provide general supervision and oversight to the Substitute Clerk including to act as the backup for this position as required; and to provide general supervision and oversight to the Division's administrative assistants as it relates to Human Resources, including to provide training and information to this group to ensure accuracy of reporting.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To compile, maintain and file all department documents and reports, and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Director, Human Resources, coordinate meetings and schedule appointments.
5. To draft correspondence for the Director, Human Resources.
6. To act as the initial administrative contact relating to pre-employment and employment matters.

| ADOPTED | REVIEWED | REVISED | PAGE |
|-----------------|----------|-----------------|--------|
| 22/Feb/05 | | 6/Feb/24 | 1 of 2 |
| Motion 04-02-05 | | Motion 02-04-24 | |

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-5**

7. To organize and facilitate workshops, meetings and employee events and celebrations.
8. To assist in the preparation and monitoring of the Department's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
9. To research, draft, create, update and maintain Collective Agreements, policies and operational procedures as required.
10. To liaise with Information Technology and external vendors as the Division's primary contact for the HRIS and to provide training to staff members as required to ensure consistent practice.
11. To ensure that all documentation related to hiring is completed and verified.
12. To liaise with payroll to ensure accurate reporting of data; and to maintain personnel files and required databases.
13. To manage the job posting system, arrange interviews and prepare all related correspondence.
14. To prepare and distribute seniority reports.
15. To prepare reports for the province including monthly staffing updates, annual experience reports, and annual division staff listing reports.
16. To act as a back up to the Management Secretary, Human Resources.
17. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Human Resources
- 5-7 Years related experience
- An equivalent combination of education and experience may be acceptable to the Division.

| ADOPTED | REVIEWED | REVISED | PAGE |
|-----------------|----------|-----------------|--------|
| 22/Feb/05 | | 6/Feb/24 | 2 of 2 |
| Motion 04-02-05 | | Motion 02-04-24 | |