

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: MANAGEMENT SECRETARY**

**REPORTS TO:** Manager(s), Human Resources

**SUPERVISES:** N/A

**JOB SUMMARY:** To provide administrative support to the Manager(s) of Human Resources; and to contribute to the efficient operation of the Board office.

**DUTIES AND RESPONSIBILITIES:**

General Secretarial Duties:

1. Schedules appointments, interviews, meeting dates, etc. and books meeting rooms.
2. Responds to in-person, telephone, or email inquiries; screens or redirects calls; receives and relays messages.
3. Files correspondence, reports, etc.; retrieves information; sorts and closes outdated materials for storage.
4. Opens, sorts, date stamps and distributes incoming mail.
5. Keeps current on Board Policy and actions and administrative procedure. When dealing with questions from public or staff, makes decisions and/or suggestions according to Division policies and procedures.
6. Keeps Manager(s) apprised of issues that arise regarding staffing, personnel matters, attendance monitoring, etc.

General Duties Pertinent to the Department:

1. Opens, maintains and organizes personnel files.
2. Prepares and sends out appointment letters including all pertinent benefit forms and information.

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3. Completes payroll forms.
4. Maintains records and databases for non-teaching employees in both paper and data form.
5. Posts job vacancies, processes applications, runs applicant listings and, if necessary, seniority calculations.
6. Assists the Manager with the annual staffing process (Layoffs/Recalls).
7. Coordinates and ensures that necessary documentation is received in a timely manner for criminal record and child abuse checks for employees as well as Division volunteers.
8. Creates and posts classified ads for the Winnipeg Free Press and/or Metro newspapers.
9. Posts job vacancies for both Teaching and Non-Teaching staff on the Division website.
10. Completes reference checks, and/or screens resumes, as requested by the Manager.
11. Ensures that the day-to-day operation of the Human Resources Department is maintained efficiently during the absence of the Manager.
12. Keeps Manager apprised of issues that arise regarding staffing, personnel matters, attendance monitoring, etc.
13. Accurately responds to general inquires with respect to Division policies, and MANTE and CUPE Collective Agreements in order to provide timely information and to ensure proper procedures are followed.
14. Provides direction to the Substitute Clerk in absence of the Manager.
15. Answers general inquiries from school staff regarding various procedures.
16. Answers general inquiries from the public on employment opportunities, process for applying for positions, and qualifications needed for positions.

TSC – Absence Management System:

1. Updates and maintains personnel records:
  - enter new personnel including all demographic and assignment information; and

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- update information in the system as required.
- 2. Performance Appraisals: receives, enters into system, runs due-date reports, and updates schools on overdue appraisals.
- 3. Enters weekly absences for the department.
- 4. Runs the following reports as needed or requested:
  - absence;
  - sick leave
  - seniority;
  - various assignment reports; and
  - bi-weekly transaction report for the Superintendent's Department.
- 5. Trains new staff on the system.
- 6. Compiles and updates the "How To Guide" for secretarial staff.
- 7. Handles routine inquiries regarding absence entries and the system in general.

MS Word:

1. Prepares correspondence from handwritten notes or drafts (i.e. appointment letters, acknowledgement letters, memos and letters of a general nature).
2. Prepares agendas, minutes, contracts, etc.
3. Prepares Collective Agreements/Letters of Understanding as required.

MS Excel:

1. Keeps and updates spreadsheets on all non-teaching leaves, temporary increases, and term positions and informs the Manager of any pending change in status.
2. Prepares, formats, and distributes annual seniority reports for MANTE and CUPE.

Other:

1. Performs other duties as assigned or as required.

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**QUALIFICATIONS:**

1. High school graduation plus additional course work in Secretarial Science, Business Administration, or other related area.
2. More than 2 years prior related experience.
3. Excellent keyboarding skills (minimum 60 wpm), with a high degree of accuracy.
4. Excellent organizational and interpersonal skills.
5. Thorough knowledge of and experience with relevant software including word processing, databases, and spreadsheets.
6. Ability to communicate effectively, both verbally and in writing, with all levels of staff, students, and the public.
7. Ability to lift equipment weighing a minimum of 10 kgs.
8. Ability to work overtime, and/or non-standard work hours as required to support Board office activities, events, and/or workload.
9. Ability to maintain a high level of confidentiality and to exercise discretion and judgment to make decisions, interpret directions and apply guidelines based on knowledge of the appropriate Division policies and procedures.
10. Ability to work independently, to strict deadlines, and with minimal direction.
11. Ability to draft correspondence, to perform mathematical calculations, and to handle complex information.
12. Ability to mentor, train, and provide guidance to Board office and Division secretarial staff.
13. Additional training in Human Resources would be considered an asset.

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14. An equivalent combination of education and experience may be acceptable to the Division.

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