

TITLE: DISTRICT ASSISTANT – DIRECTOR OF PLANNING & OPERATIONS
SECTION: Facilities
REPORTS TO: Director of Planning & Operations

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SUMMARY

Under the general direction of Director of Planning & Operations or designate, coordinates and administers, data flow for the Facilities Department's operating and capital budgets, and provides administrative coordination, secretarial and reception services to the Facilities Department including functional supervision of temporary clerical staff.

DUTIES

1. Manages the office of the Director including the Directors confidential calendars, office and filing systems, paper flow to and from senior and district staff, senior staff of outside agencies (including the City of Nanaimo, Regional District of Nanaimo, the Town of Ladysmith), including confidential and highly sensitive material. Preparation of confidential correspondence, licenses, information sheets and reports including matters to land transactions.
2. Makes decisions about the priority of various issues and advises the Director of any issues requiring urgent action. Researches and provides relevant background data, and materials to facilitate decisions and action by the Director.
3. Initiates actions for administrative matters not requiring the Director's personal attention by providing a wide range of information.
4. Preparation of agreements/licenses for review by the Director, tracking all licenses and advising the Director of licensing matters and updates required as pursuant to current or future requirements.
5. Researches, extracts and collates data, including confidential and technical information, for the preparation of and negotiating of licenses, agreements, reports and other documents for broad external and internal distribution.
6. Coordinates, prepares, tracks, forecasts and controls paper flow for the Facilities Department's annual capital budgets and multi-million dollar operating budget through the use of various software packages.
7. Processes invoices, creates, updates and maintains electronic and paper records and filing relative to payments for capital projects, board-managed projects and facilities projects.
8. Collates, confirms and distributes sensitive budget data to the Director and all department Supervisors to assist in efficient forecasting and planning. Meets with Director and Supervisors as needed to ensure budget data is current.
9. Responsible for interfacing department project costing systems and district's accounting system and liaison with district accounting department and internal auditors to rectify discrepancies.
10. Processes various specialized senior government forms including the compilation of data relating to the Capital Plan and the District's "Portable Inventory".
11. Responds to requests for information, complaints and inquiries from parents, local and provincial governments and outside agencies.
12. Provides secretarial services including schedule and coordinates meetings, prepares and distributes agenda and attends confidential and sensitive interdepartmental and outside agency meetings to take minutes for transcription and distribution, as required. Composes correspondence from notes and/or dictaphone while utilizing a personal computer and appropriate software.
13. Liaises with Trustees, senior and district staff, a variety of government officials, outside agencies, and the general public for the purpose of obtaining and providing information as requested by the Director for distribution as requested to inform them of events and share information as required.
14. Provides functional supervision to Facilities temporary clerical staff.
15. In the absence of the Facilities/Rental Coordinator and/or the Maintenance Office Assistant, provides temporary assistance.
16. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- Two year diploma in Business Administration or Business Management from a recognized post-secondary institution including courses in accounting or an equivalent combination of training and experience..
- Minimum three years experience in a senior assistant position, with a minimum 6 months experience with functional supervision of staff.
- Demonstrated ability to compose correspondence of non-routine nature inclusive of reports and correspondence utilizing

excellent grammar, spelling and punctuation skills.

- Demonstrated advanced skills word processing, data base, spread sheet software and integrated computerized accounting systems.
- Demonstrated superior initiative, judgment, organization, management, leadership, communication and human relation skills.
- Demonstrated ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Demonstrated ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy, work effectively under pressure with assigned deadlines.
- Demonstrated strong research, analytical and problem solving skills.
- Demonstrated ability in recording and transcribing minutes of meetings.
- Minimum keyboarding speed of 60 c.w.p.m.