

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: ADMIN SECRETARY – FACILITIES & TRANSPORTATION
JOB NO: 252
RESPONSIBLE TO: Director of Facilities
JOB SUMMARY: Under the supervision of the director of facilities or designate, the admin secretary provides administrative assistance for the effective and efficient operations of the facilities and transportation departments.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. assist in coordinating and modifying route schedules for regular bus drivers;
2. provide support for en route drivers (such as emergencies, changes in routes, and road conditions);
3. respond to enquiries, identify issues of concern and, depending on severity, either resolve or report to supervisor;
4. send, receive, deliver, sort and distribute mail;
5. dispatch replacement bus drivers;
6. organize field trip transportation including driver dispatches, trip costs and invoices;
7. orientate new bus drivers and familiarize students with bus safety rules;
8. assist in developing and revising bus safety policies and procedures;
9. prepare, process, file, maintain, monitor and track correspondence, records, forms and documents such as dispatches, student data, logs, fuel usage, safety inspections, invoices, and fleet maintenance;
10. report bus deficiencies and malfunctions to the mechanic and initiate work orders;
11. participate in job-related training and staff development;
12. communicate positively and effectively, and interact as a collaborative and consultative team member;
13. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, Motor Vehicle Act, and National Safety Code;
14. maintain confidentiality; and
15. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months of post-secondary admin assistant program;
2. two years relevant office experience, obtained within the last three years;
3. demonstrated ability to keyboard at 55 wpm and knowledge of software including word processing, spreadsheets and data bases and ability and willingness to learn relevant transportation software such as Fleet Vision, Transversa, Zonar, Seon, and GPS;
4. ability and willingness to obtain a thorough understanding of the Motor Vehicle Act and National Safety Code;
5. ability to take direction from the supervisor and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organization skills; and
8. physical ability to perform all aspects of the position.

Rev July 23, 2020

Note: Clear criminal record checks are required prior to employment with the district.