

## JOB DESCRIPTION

**POSITION TITLE:** EXECUTIVE ASSISTANT 2 – NON-UNION - CONVEYANCE DEPARTMENT

**REPORTS DIRECTLY TO:** CONVEYANCE MANAGER

**REPORTS INDIRECTLY TO:** SUPERINTENDENT OF FINANCE, ADMINISTRATION, AND PLANNING

**DIRECT REPORT:** N/A

**ORGANIZATION:** PRAIRIE SPRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** MAY, 2012

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### ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

### THE POSITION

This position is responsible for the computerized management of the school division's 290 bus routes with 2,909 bus stops and over 4700 student records; and supplying spare drivers with regular route maps, directions and student information using the school-division software, to ensure students, both new and existing, have safe transportation to and from school made available to them on a daily basis.

### KEY ACCOUNTABILITIES

#### **Accountability: General Administrative Support (20%)**

- Performs the function of a team leader in the training of new Executive Assistant 1 employees.
- Composes and produces correspondence from general instructions or in reply to written or verbal enquiries as requested,
- Orders materials and supplies by consulting catalogues, ordering from various vendors using various media, eg. On-line, fax, etc.
- Maintains records and checks, and record and distribute goods received.
- Maintains and organizes filing systems of records, documents, and reports including those considered being confidential in nature.

- Arranges meetings and social events such as Bus Driver Opening Orientation, Bus Driver year-end BBQ, St. John's Ambulance first aid training, as required.
- Greets visitors, answers the telephone and provides information or redirect to the appropriate destination.
- Performs and supervises data entry and various other processing and retrieval operations using various software applications.
- Researches and compiles information for division-related initiatives.
- Receives, compiles, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports.
- Is the back up for radio and telephones between 9: a.m. and 3:30 p.m.

**Accountability: Special Function: Transportation (45%)**

- Assigned special functions that require independent decision-making.
- Radio dispatcher for bus drivers between 3:00 p.m. to 5:00 p.m. Notifies parents and schools of late running buses when driver is already on their way and unable to make calls themselves.
- Assists shop foreman/Conveyance Manager with locating farm tractors for pulling out stuck buses.
- Processes Bus Transportation Requests for all students in the division, both new bus students and students who moving.
- Determines legal land location, bus attendance area, bus route and relays that information to the bus driver.
- Checks GPS longitude and latitude reading, provided by Safety Conveyance Officer, of student bus stops to match locations mapped in Versatrans, on an ongoing basis.
- Ensures non-attendance area documentation is on file.
- Requests bus driver certification (S endorsements, SGI driver abstracts) and ensures this documentation is up to date in files at bus garage and in Versatrans Route Planner employee files.
- Obtains the SGI Carrier profile each month and forward copy to Conveyance Manager.
- Forwards bus lists to schools for morning and afternoon as students are added or deleted. Uses PowerSchool information to assist in keeping student lists accurate.
- Provides attendance area maps as requested for potential home/property buyers.
- Communicates with Rural Municipality (RM) offices upon request for information regarding the maintenance of roads.
- Communicates with RM offices for map updates and subdivision maps.
- Provides route maps for substitute drivers when subbing in for a regular driver.
- Books substitute drivers when a regular driver is unable or unavailable to find their own sub.
- Update Outlook shared calendar and send sub information to schools so they are aware of who is subbing for their school bus drivers.
- Complete long term LOA on behalf of driver's on long term/short term sick leave for payroll.
- Other duties as requested Conveyance Manager.

**Accountability: Data Management (55%)**

- Manage Versa Trans Routing and Planning system routes:
  - Annual setup of new routes in Versa Trans Route Planner (RP) with new school year data, including adding new students (Kindergarten and new families), updating existing students' grade levels and family information as required.
  - Ensure that route start times are adjusted as necessary using Route Information forms and Notice of Route Change forms.
  - Meet with drivers periodically to ensure route accuracy in Versa Trans RP.
  - Update Versa Trans RP maps with road names using Rural Municipality and town maps as necessary.

- Ensure that home locations for all bus drivers, both regular and substitute, are indicated on Route Planner maps.
- Manage Versa Trans RP student files. Currently, there are over 4700 students.
- Set up Versa Trans Fleet Vision system with vehicles, parts, vendors, part categories, preventative maintenance categories (SGI inspection dates, service dates).
- Assist shop foreman and technicians in use of Fleetvision.
- Ensure vehicles are matched to drivers and routes correctly in Route Planner and Fleet Vision.
- Update Caterpillar Electronic Technician program biannually and post information on bus fuel efficiency, idle time etc.
- Process bus garage staff monthly absences into payroll and sub call out computer applications.
- Process time shift changes for Keith Petcoff and Ron Katchorek.
- Codes and enters all monthly purchase card transactions for all Aberdeen bus drivers and Bus Shop staff.

#### **SKILL & COMPETENCY REQUIREMENTS**

- Effective interpersonal and communication skills to interact with staff members and the public in a professional manner.
- Effective time management skills with the ability to prioritize workload
- Ability to work as a team player
- Ability to work independently with minimal supervision
- Goal oriented with the ability to pay special attention to detail
- Ability to maintain strict confidentiality with respect to school division operations

#### **EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess Grade 12 diploma
- Minimum of one year administrative assistant training at a recognized institution as approved by the Board of Education
- Minimum of four years' experience in the administrative field
- Knowledge of effective written communication skills including the proper use of grammar.
- Knowledge in the operation of equipment, such as, photocopier, fax, telephone, mailing machine, and computer
- Demonstrated knowledge of methods and procedures used in maintaining an office
- Knowledge of basic accounting practices
- Proficiency in the operation of computers and knowledge of word processing applications such as Microsoft Office.