



School District No. 57 (Prince George) Executive Assistant to the Superintendent's Office

The **Executive Assistant to the Superintendent's Office** reports directly to the Superintendent of Schools.

Core Responsibilities

The Executive Assistant to the Superintendent's Office performs specific administrative duties as related to the Superintendent's office including the maintenance of records and documents and official communication of the school district.

The School District

School District 57 (Prince George) is located in the centre of the province, extending north to Mackenzie, south to Hixon and east to McBride and Valemount. The District encompasses 52,000 square kilometers and is the second largest school district in the province in geographical size. It has a student population of approximately 13,000 students enrolled in variety of choice programs in 32 elementary and 8 secondary schools. In addition, the Centre for Learning Alternatives provides alternative education programs, continuing and distance education programs and educational services to a small number of international pupils. The school district's annual operating budget for 2017-18 is \$132,590,971.

The school district employs approximately 1,960 administrators, teachers, exempt and support staff. School District No. 57 (Prince George) acknowledges that it is situated on the traditional territory of the Lheidli T'enneh First Nation in Prince George and McBride, the McLeod Lake Indian Band in the Mackenzie region, as well as the Simpcw First Nation in Valemount.

Specific Responsibilities

- Relieves the Superintendent and the Assistant Superintendents of routine administrative tasks including maintaining office procedures, screening calls, organizing schedules and preparing agendas and other materials.
- Schedules and organizes meetings and events, prepares agendas, prepares confidential materials, attends, records, transcribes and circulates minutes for all meetings of Senior Administration, applicable standing committees of the Board of Education and other committees chaired by the Superintendent of Schools or the Assistant Superintendents.
- Event planning and management as requested by the Superintendent and Assistant Superintendents.
- Schedules meetings, prepares confidential materials, attends, records, transcribes and circulates minutes for all meetings of the Student Conduct Review Committee. Regularly prepares reporting for the Board of Education of such meetings.
- Prepares correspondence for the Superintendent of Schools and the Assistant Superintendents.
- Prepares confidential documents and minutes for the Superintendent of Schools and the Assistant Superintendents.
- Performs general secretarial duties for the Superintendent of Schools and the Assistant Superintendents.
- At the direction of the Superintendent of Schools or the Assistant Superintendents, researches applicable statutes, policies, and practices.
- Maintains and updates the look and content of the district website, external and internal contact lists and related documents as they relate to items and/or changes initiated by the Superintendent's office.
- Performs such other duties as the Superintendent and Assistant Superintendents may require, from time to time.

Qualifications and Experience

- Post-secondary training in office administration, equivalent to a two-year diploma in Business Administration.
- Minimum of five years' experience in an executive administrative position preferred.
- Superior secretarial skills including accuracy and effective proof reading.
- Excellent written and oral communication abilities.
- Demonstrated ability managing an office.
- Proven experience in modern business office management and administrative principles, practices and procedures.
- A high level of proficiency with computer software, including word processing, spreadsheets, databases, desktop publishing, presentation software, and website management.
- Ability to multi-task while prioritizing work with many competing priorities.
- Sensitivity to the issues of confidentiality while assisting with the provision of information to stakeholders.
- Experience in the planning and organizing of functions, meetings and in-services.
- Recording and transcription of accurate meeting minutes.
- Ability to read, analyze and prepare responses to incoming requests, submissions, and reports in order of their significance.
- Excellent file and records management skills.
- Willingness to work as a team member to manage the office workload to develop and streamline procedures.
- Excellent organizational and planning skills including the ability to plan and follow-up on projects.
- Ability to meet deadlines and work with minimal supervision.
- Ability to communicate effectively both orally and in writing.
- Ability to use sound judgment and tact in exercising independent action.
- Proven ability to make reasoned decisions, to recognize sensitive situations and the impact of potential solutions.
- Ability to be flexible, to adapt to change, and to deal effectively with emergencies.

More Information

School District No. 57 (Prince George) offers a competitive total compensation package.

Salary Range: \$54,471 to \$68,088

For more information contact Helen Schlick at 250 561-6800 local 340

Applications

Submit a cover letter, resume, relevant transcripts including certificates and diplomas and 3 recent professional references which includes two current and/or previous direct supervisors to:

www.makeafuture.ca

This posting is open to both internal and external candidates and will remain open until 12:00 noon on Monday February 25, 2019. Duties will commence as mutually agreed.