

CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group:		Working Title:	Senior Administrative Services Clerk
Dept.:	Administration	Classification Title:	
Date:	May 29, 2009	Grid Level:	8

PRIMARY FUNCTION:

Provides support to the Corporate Officer in carrying out statutory duties; coordinates overall administrative support services.

JOB DUTIES AND TASKS:

1. Assist the Corporate Officer with corporate administrative duties per section 198 of the Local Government Act, and related administrative services:
 - a. Coordinate the overall preparation of the Cariboo Regional District, Cariboo Chilcotin Regional Hospital District, and the Cariboo Regional Hospital District Board agendas; prepare agenda item summaries for various departments, and publish the entire agendas within strict deadlines.
 - b. Attend Committee and Board meetings, record and transcribe minutes when required.
 - c. Prepare reports and correspondence, including Memorandum of Business, process and coordinate Business Plans, Agenda Item Summaries and reports to Committees and Boards, and general correspondence.
 - d. Draft, process, preserve, and reference bylaws as required.
 - e. Administer elections, including: perform all duties and responsibilities of the Deputy Chief Elections Officer, if appointed. Prepare and update all elections material, including forms, advertisements, training, booklets, etc. Hire and train elections personnel.
 - f. Prepare documents and assist in administering the Alternative Approval Process when necessary, pursuant to Part 4, Division 2 of the Community Charter.
 - g. Assist the Corporate Officer with Freedom of Information requests, reports, and appeals.
 - h. Assist in developing and drafting policies. Maintain Policy Manual.
 - i. Research technical, legal and other issues for the Corporate Officer.
2. Coordinate overall office services:
 - a. Coordinate the records management system for the corporation in strict adherence to Board policy.
 - b. Receive and respond to walk-in and telephone enquiries.
 - c. Coordinate clerical work including delegating and prioritizing clerical staff duties.
 - d. Prepare, compose and type correspondence, memos and reports.
 - e. Prepare notices and advertisements for newspaper, radio, and other publications.
 - f. Order land title documents and determine title owners, title restrictions and other related information.
 - g. Compile and distribute agendas and arrange meetings.
 - h. Record, transcribe minutes of meetings.
 - i. Retrieve and compile information and data from multiple sources.

- j. Oversee the sorting and distribution of incoming mail and preparation of outgoing mail.

3. Other related duties:

- a. Maintain clerical office procedures relating to Administration and the clerical pool.
- b. Perform duties of Clerk IV (Senior Lands and Services Clerk) and Clerk III (Records and Contracts Clerk) as required.
- c. Order office supplies as required and sign for receipt of supplies.
- d. Maintain and monitor postage meter funds.
- e. Advise on office equipment requirements and monitor office equipment maintenance.
- f. Other related duties and special projects as assigned.

SUPERVISION RECEIVED: Corporate Officer

SUPERVISION / DIRECTION EXERCISED:

Coordinate and monitor department clerical work including delegating and prioritizing clerical duties.

PHYSICAL ASSETS / INFORMATION MANAGEMENT:

Maintain and update department files and records; operate various office equipment such as computer, photocopier, scanner, postage meter, and fax machine. Coordinate the records management system.

FINANCIAL RESOURCES: Order office supplies as required; sign for receipt of supplies.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.