



## **OUT OF SERVICE JOB POSTING**

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

**JOB POSTING U0-020**

**CLOSING DATE: March 12, 2010**

### **ADMINISTRATIVE OFFICER** **SCHOOL OF TRADES & TECHNOLOGY**

**Note:** This is a **full-time regular** position, starting approximately April 12, 2010, and is expected to be located at Interurban Campus. Hours of work are Monday to Friday, 8:00 am to 4:00 pm (35 hours per week).

#### **GENERAL STATEMENT**

The Administrative Officer is responsible for managing the operation of the School/Divisional office by designing, implementing and monitoring effective and efficient administrative systems, controls and procedures, and by supervising all support staff within the School office.

Demonstrating initiative and pride in performance, this position provides exceptional leadership, developing an effective cross-functional team to provide quality service to meet the goals and objectives of the School/Division. As the key School Budget Officer, the Administrative Officer ensures resources are utilized appropriately, financial information is available and reliable, and applicable policies and procedures are adhered to. The Administrative Officer works with a high volume of information and materials that may be of a confidential and sensitive nature.

#### **DUTIES**

##### ***Office Management***

- Selects, trains, supervises, and evaluates office staff, and recommends on their appointment, promotion or termination;
- Plans, coordinates, allocates and reviews duties and responsibilities, and schedules staff to provide appropriate coverage;
- Anticipates, recommends, implements, designs, and modifies procedures for the School/Division;
- Recommends and coordinates skill development, staff development, facilities, and goal setting for the office;
- In consultation with the Associate Dean/Director, manages the office budget by approving expenditures and resolving errors; overseeing purchasing processes and managing petty cash;
- Facilitates and mediates the resolution of conflict for office staff;
- Directs customer service standards for the office personnel.

##### ***Student Matters***

- Ensures information is provided to students on programs, courses, policies and procedures;
- Advises on and resolves student concerns where possible, referring to other sources as appropriate;
- Supports Chairs or faculty in the process of resolving student issues;

### ***Budget***

- Plays a key role in the budget development process by providing administrative support; and acting as a resource person on the financial and reporting requirements of the College.
- Ensures the ongoing monitoring and maintenance of budgets, including the processes, procedures, reconciliation and reporting requirements; and coordinating information flow between the School/Division, HR, Finance, etc. and identifying and resolving errors;
- Cross-references employee contracts to budgets and the timetable to ensure the School/Division adheres to the allocated resources;
- When requested, coaches Chairs or Coordinators in the management of individual departmental budgets;
- Explains purchasing options and demonstrates the various purchasing/accounting systems to faculty and staff;
- Authorizes expenditures to the prescribed limit.

### ***School/Division Personnel***

- Anticipates, organizes, prepares, and oversees all School/Division-based Human Resources processes and documents such as new and ongoing faculty and staff contracts, attendance management, leaves of absence, vacation, professional and scheduled development;
- Ensures personnel records are maintained for the School/Division;
- When requested, researches and advises on appropriate action for personnel matters;
- Coordinates the evaluation and performance review systems.

### ***General***

- Ensures Associate Dean/Director receives administrative and secretarial support for scheduling, correspondence, project support, etc as required.
- Interprets, manages, coordinates and communicates large volumes of information.
- Acts as a resource person on existing College policies and School procedures and ensures new policy and program implementation receives administrative support as required;
- Coordinates administrative and operational support to School/Division departments;
- Participates on, and/or coordinates administrative requirements for College and School committees and projects as required.
- Ensures the coordination of administrative support for ongoing School and College-wide activities such as calendar preparation, curriculum changes, timetable and exam scheduling, graduation events, etc.
- Liaises within the School/Division and with other College personnel or external contacts on School/Division operational matters;
- Orients new office staff and participates in the orientation of others to the School/Division and may coordinate office allocation;
- Ensures coordination of travel arrangements for the School/Division.

## **QUALIFICATIONS**

A diploma in Office Management OR a diploma in Public or Business Administration; 6 years of senior clerical level experience, at least 2 of which is in a post-secondary bargaining unit environment, demonstrating progressively increasing scope of responsibility, and includes two years of supervisory responsibilities and responsibility for budget development and management or an equivalent combination of education and experience

A high level of knowledge and superior competence in using Microsoft Office applications at the advanced level, especially in a networked computer environment.

Strong accounting and financial management skills, including budget control responsibilities.

Excellent organizational, presentation, written, oral and interpersonal communication skills.

Demonstrated ability to be multi-task oriented, self-directed, to make decisions and to meet deadlines and changing priorities while maintaining a high level of service.

Strong understanding of complex organizational systems and structures.

Demonstrated ability to work positively and professionally with the public and college staff both in individual and group settings.

Superior accuracy and professional judgment are required.

**SALARY:** Pay Grade 13, \$26.19 to \$28.12 per hour (JE 401C)

**REPLACES:** M Mayo

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