

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00709</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Administrative Assistant to the Chair</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Administrative</b>		

### General Description

Responsible for overseeing the day-to-day operation of a Chair's Office within a department. Provides administrative and analytical support to the Chair in a variety of areas. Coordinates activities on the Chair's behalf. Works under general direction within a clear framework of accountability and exercises substantial personal responsibility and accountability to deliver results.

### Representative Duties & Responsibilities

- Act as a point person for all staff who support the Chair.
- Provide analytical and administrative support to the Chair on a variety of departmental issues, projects, and programs.
- Prepare detailed briefing materials for the Chair prior to meetings.
- Provide pertinent facts, data, and other background information for meetings, reports, inquiries, agendas, and presentations.
- Oversee and direct workflow, independently respond to inquiries, complaints, and concerns from callers and visitors on behalf of the Chair.
- Keep track of assignments made to others for actions to be taken on the Chair's behalf and ensure that deadlines for responses are met.
- Coordinate the submission of information and documentation required to initiate, facilitate, and conclude various processes such as recruitment, tenure and promotion, and selection committees.
- Review candidate documentation and prepare recommendations for review by others.
- Plan, coordinate, and schedule interviews for candidates, including travel arrangements and hotel accommodations.
- Support the administration and coordination of the election processes to fill vacancies on departmental committees.
- Follow-up on and ensure appropriate implementation of decisions made by the Chair.
- Resolve complex problems within area of responsibility and consult relevant documentation and liaise with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate the hiring and payment process for temporary, casual, and full time staff.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Update and maintain information and content on websites and social networks.
- Prioritize and schedule appointments for the Chair's calendar. Independently determine the importance of requested meetings and coordinate calendar to accommodate the needs of the Chair.
- Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.
- Write a variety of documents such as procedure manuals, reports, and minutes.

## **Representative Duties & Responsibilities**

- Draft correspondence on behalf of the Chair.
- Format, word process, edit, and proofread a variety of documents and materials.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records. Handle sensitive material in accordance with established policies.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

## **Supervision**

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

## **Qualifications**

- 2 year Community College diploma in Office Administration or related field of study.
- Requires 3 years of relevant experience.

## **Effort**

### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Providing analytical and administrative support to the Chair on a variety of departmental issues, projects, and programs.
  - Preparing detailed briefing materials for the Chair prior to meetings.
  - Following up on and ensuring appropriate implementation of decisions made by the Chair.
  - Responding independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- A typical work day occasionally requires high mental effort for activities such as:
  - Resolving complex problems within area of responsibility and consulting relevant documentation and liaising with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.

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## Working Conditions

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### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with multiple projects and simultaneous deadlines.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00709</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Administrative Assistant to the Chair</b>	Total Points:	<b>411</b>
Job Family:	<b>Administrative</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>D3</b>	60
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.5</b>	53
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5