



REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Administrative Assistant

## Castlegar & District Community Complex

### *Job Description*

**TITLE OF IMMEDIATE SUPERVISOR:** Manager of Recreation

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** COMMUNITY SERVICES - Recreation

#### **SUMMARY OF POSITION:**

Under the general supervision of the Manager of Recreation, the Administrative Assistant works closely with the Leadership Team at the Castlegar and District Community Complex (CDRD). The Administrative Assistant provides administrative support within the confidential Management environment of the CDRD and works cohesively and cooperatively with other CDRD and RDCK staff to support operational and strategic initiatives.

The Administrative Assistant must develop effective working relationships with local community members, elected officials and colleagues and provide exemplary customer service. The employee must exhibit a high degree of tact, discretion, diplomacy, good judgement and confidentiality.

#### **ROLE AND RESPONSIBILITIES:**

As a member of the CDRD team, responsibilities include, but are not limited to:

1. Schedule and prepare for meetings as required. Create agendas, attend meetings, record and prepare minutes for Recreation Commission meetings and other meetings as directed by the Manager of Recreation
2. Coordinate meeting spaces, equipment and other related supplies
3. Prepare correspondence as required by the Manager of Recreation
4. Provide administrative assistance to the CDRD leadership team as directed by the Manager of Recreation
5. Assist in the preparation of contracts and tenders as required by the Manager of Recreation
6. Administer purchase order processes in accordance with RDCK guidelines and as directed by the Manager of Recreation or designate
7. Process Invoices, including coding and disbursement through the relevant channels for approval
8. Review/audit monthly Community Services credit card reports, obtaining relevant approvals and forwarding for processing. Liaise with Finance Department where appropriate
9. Coordinate, order and pick up of all office supplies and sundries as needed or as otherwise directed by the Manager of Recreation
10. Assist with health and safety initiatives by providing administrative support to staff, leadership team and JOHS committee as required
11. Assist with social media and marketing initiatives as required
12. Develop and maintain CDRD templates, prepare brochures, posters, flyers and handouts as required per RDCK design and corporate branding standards



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13. Schedule, book and make all necessary arrangements for training and/or conferences for the CDRD team
14. Champion for the administration and maintenance of the paper and electronic central filing systems for the CDRD in accordance with RDCK Records Management guidelines
15. Perform other related duties as required

### **REQUIRED QUALIFICATIONS**

- Diploma in Office Administration or an acceptable equivalent combination of education and experience
- Three years' experience in an administrative role in a fast paced team environment. Experience working with boards and commissions would be considered an asset
- Experience working with accounts payable/receivables, preferably using an accounting software product
- Training and experience in a computerized work environment using Microsoft Office Suite with a focus on Word, Excel and Outlook
- Standard First Aid with CPR-C
- Valid B.C. Driver's License and safe driving record
- Satisfactory Criminal Record Check

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proven ability to maintain the utmost confidentiality and an ability to act with a high degree of diplomacy, tact and professionalism.
- Proven ability to provide a superior level of customer service.
- Proven organizational skills highlighting attention to detail.
- Proven ability to prioritize, while working under pressure and time constraints.
- Proven ability to create and work with files using a formal filing classification system.
- Proven ability to type with speed and accuracy
- Excellent communication skills, including professional written and verbal skills to communicate with all levels of the organization
- Experience and confidence working with Microsoft Office products, and the demonstrated ability to learn and become proficient in new software
- Adaptability and flexibility to meet changing priorities and deadlines
- Willingness to learn and adapt to change
- Demonstrated commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect



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#### **ACCEPTANCE**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Name

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date