

SCHOOL DISTRICT #22 (Vernon) JOB DESCRIPTION

Position: District Secretary - Maintenance
Job No: 269

POSITION SUMMARY: Under the supervision of the Director of Facilities, or designate, the incumbent is responsible for performing a variety of administrative, clerical and receptionist duties, responding to inquiries as directed or as required.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepare correspondence, reports, budget documentation, tenders, minutes, purchase orders, work orders, etc. using a variety of computer programs.
- Process school district facility rentals; prioritize and communicate with community users regarding pricing, fee invoicing and collection, rules and insurance requirements.
- Manage and track usage of district facilities equipment i.e. stages, risers, tables, chairs etc.
- Maintain files and records, including invoice workflows and the delivery and receipt of goods; review approval and coding of invoices for Accounts Payable.
- Complete monthly Visa allocations for maintenance staff utilizing school district Visas.
- Track requisitions, bills and invoices related to materials or supplies for maintenance projects.
- Prepare journal entries and other basic accounting work as needed.
- Handle maintenance emergency requests during regular business hours and organize trades for urgent repairs.
- Administer and control a variety of computerized systems including support for other users.
- Access and maintain Fire/Intruder Alarm codes; issue fobs/keys to staff, contractors and facility rental users.
- Collect and report annual Carbon Neutral Government Program information.
- Obtain multiple quotes for the purchase of supplies and equipment.
- Coordinate clothing allowance for staff.
- Assist in implementation of safety programs.
- Liaise with insurance companies, vendors and municipal officials as required.
- Other clerical duties related to maintenance as assigned.
- Communicate and respond to inquiries made by the public, staff and agencies including interacting with angry or upset people.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six (6) months of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- One (1) to two (2) years' recent successful experience in a school or district based secretarial position to gain broad office experience including the proven ability to operate the school district administrative computer package.
- Proven intermediate to advanced computer skills required to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Willingness and ability to learn and operate the school district software.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to exercise some judgement following established procedures and policies to evaluate and determine the most appropriate action of a limited number of alternatives.
- Proven ability to communicate effectively, both orally and in writing, with staff and the public using tact and discretion.
- Proven organizational skills.

- Proven ability to work independently with minimal direction and troubleshoot/manage daily objectives and deadlines.
- Physical capability to perform the job duties in a standard office environment with some exposure to minor disagreeable conditions, including upset/angry people, noise and dust.
- Maintain the confidentiality of sensitive information seen and heard.
- Demonstrated ability to prioritize and problem solve in emergency situations, multitask, and adapt to continually changing environments.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: Adrian Johnson

Date: December 4, 2025

Revised: November 2025