



JOB DESCRIPTION – (Draft)

SITE/LOCATION: Kenora Education Centre

TITLE: Facilities Clerk – Community Use of Schools (0.5 FTE)

IMMEDIATE SUPERVISOR: Facilities Manager

REVISION DATE: June 17, 2010

EMPLOYEE GROUP: O.S.S.T.F. – O/C/L

POSITION SUMMARY:

Under the direction of the Facilities Manager or designate responsible for collecting data, maintaining accurate records, and preparing reports for the Community Use of Schools program. Prepares permits, leases and other documents pertaining to facility use. Maintains other data and records related to facility operations. Communicates with user groups and external organizations. Involvement with school administrative assistants, Finance staff, facility user groups, as well as other stakeholders occurs on a daily basis.

QUALIFICATIONS:

High School diploma required. College diploma in an office discipline preferred. Equivalent qualifications and/or expertise as determined by the Human Resources Manager may be considered. Demonstrated experience in a Windows environment and proficiency in the Microsoft Office Suite required. Willingness and ability to acquire skills in data base, accounting, and other related software applications is essential. The following attributes are necessary: excellent office skills; ability to deal with tact and sound judgement in oral and written communications with staff and the public; the ability to organize and complete work assignments with minimum supervision; and the ability to work independently in a team environment. Previous experience in an office environment will be preferred.

SPECIFIC DUTIES:

WORKING CONDITIONS:

Incumbent works in a pleasant office atmosphere with frequent interruptions and varying noise levels. Potential exists for contact with confrontational stakeholders. Light to moderate physical effort normally required including routine walking, sitting or standing. Occasional heavy effort may be required in carrying or stocking supplies. Constant visual concentration is necessary. Manual dexterity with repetitive tasks is required. Some travel to meetings within the jurisdiction of the Board may be required.

This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.