



SUNRISE SCHOOL DIVISION PLEASE POST

Clerical #138/2018-2019
April 8, 2019

VACANCY-TERM

POSITION: OPERATIONS CLERK (12 MONTHS)
CURRENT LOCATION: TRANSPORTATION DEPARTMENT, BEAUSEJOUR, MANITOBA
TIME EMPLOYED: 1.0 F.T.E. (8 HOURS/DAY)
EFFECTIVE DATE: AS SOON AS CAN BE ARRANGED TO JUNE 30, 2019
Or the day before the regular employee can resume their duties

DUTIES:

- Responsible for the Spareboard (5:30 – 6:30 AM, evenings & weekends)
- Assist and compile annual and various reports, as and when required, for the Dept of Education, Senior Administration and the Board of Trustees.
- Attendance at Division sponsored PD sessions as required and must participate in PD training related to transportation.
- Contribute toward achievement of divisional and school goals and objectives.
- Coordinate interviews with possible applicants for vacant positions.
- Demonstrate positive and co-operative working relationship with students and staff.
- Determine, input and maintain information on divisional transportation software.
- Input, maintain, and compile information in Field Trip Manager by inputting requests, providing cost estimates to schools, determine size of bus, input data and complete invoicing/billing for schools and driver payments.
- Maintain confidentiality related to students, their families and staff.
- Maintain up-to-date routing using divisional transportation software, by entering student information, assigning students to runs, entering route changes, printing route lists and reports. Input, maintain, and compile information in divisional Field Trip software by inputting requests, providing cost estimates to schools, determine size of bus, input data and complete invoicing/billing for schools and driver payments.
- Answer multi-line telephone, respond to inquiries, route calls, take and deliver messages, answer 2-way radio, relay and dispatch messages between drivers, schools and couriers.
- Operate a public address system to page staff.
- Photocopy and collate reports and forms, such as information packages for transportation.
- Pick-up, receive, open, sort and direct incoming and outgoing mail, process fax information and distribution.
- Prepare all time sheets and PD forms.
- Preparing transportation materials for school start up.
- Provide information to schools and Division personnel, students, parents and the community as needed.
- Research and compile data for reports. Complete assigned reports and standardized forms.
- Maintain a good understanding of duties performed by the Secretaries in all positions.
- Train and assist other Secretaries in completing assigned tasks. Authority to delegate duties to other secretaries.
- Type and produce documents as needed including letters, memos, confidential reports, forms, agendas, certificates, brochures, handbooks, timetables, invitations, and other school Division related materials.
- As required assist in and coordinate efforts to locate missing and/or unaccounted for student bus passengers.
- Other related duties as assigned by Transportation Manager

QUALIFICATIONS:

- Minimum Grade 12 or equivalent.
- Previous work experience in a Transportation setting.
- Understanding of a Transportation Department function.
- Good verbal, written and communication skills.
- Good office skills – including ability to prioritize and effectively organize duties.
- Knowledge of current computer applications with keyboard skills of 55 w.p.m.
- Ability to interact well with others & to give and take direction.
- Ability to work with frequent interruptions with conflicting demands, deadlines, and being exposed to noise.
- Ability to maintain confidentiality.
- Ability to work with a large degree of independence and as a team player.
- For more information, please contact Mr. Jamie Kines, Interim Transportation Manager at jkines@sunrisesd.ca

SALARY:

As per CUPE 4456 Collective Agreement (*Finance Officer hourly rate*)

Interested candidates must apply with resume of related qualifications, experience and skills to:

Darlene Lamoureux, Human Resources Coordinator

Email: dlamoureux@sunrisesd.ca

on or before noon **Tuesday, April 16th, 2019**

It is a requirement for all new employees to provide a current Criminal Record Check and agree to a Child Abuse Registry Check.
All applications are welcome; however, only candidates selected for interviews will be contacted.