



## TK'EMLÚPS TE SECWÉPEMC

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Administrative Coordinator</b>	<b>POSITION NUMBER(S):</b>	<b>PE06</b>	<b>GRADE:</b>	
<b>DIVISION:</b>	<b>Planning and Engineering</b>				
<b>SUPERVISOR'S TITLE:</b>	<b>Public Works Foreman</b>	<b>POSITION NUMBER</b>	<b>PE02</b>		

#### PROGRAM

The Planning and Engineering Department is responsible to manage, plan and develop water, sewer and sanitary services, as well as various community public works projects. The Planning and Engineering Department conducts its work by maintaining engineering and environmental standards, sustaining community growth, and providing a high level of service that enhances the quality of life in the Tk'emlúps te Secwépemc, (TteS) and traditional territory. The Planning and Engineering department develops and maintains relationships with various community members, government ministries, agents, industry and other individuals for the purposes of long- and short-term planning as well as daily operations and maintenance.

#### PURPOSE OF POSITION

The Administrative Coordinator provides support to the Public Works Foreman in the coordination and administration of departmental workflow.

This role assists with project-specific tasks, regulatory paperwork, submission deadlines, and serves as a resource for the Public Works team to ensure operations run efficiently.

The position performs a range of administrative and records management duties, including purchase orders, payroll and timesheet administration, maintaining accurate departmental records and statistics, supporting recruitment and onboarding processes, and updating policies and forms. The Administrative Coordinator also coordinates daily activities, including meetings and schedules, prepares agendas and minutes, and supports Public Works Leads with departmental projects.

#### WORK FEATURES AND CONTACTS

The Administrative Coordinator takes direction from and reports directly to the Public Works Foreman. The Administrative Coordinator position is client-centered and expected to operate with the highest level of customer service and confidentiality.

As a key point of contact for the department, the Administrative Coordinator role provides excellent customer service by responding to inquiries from the public, contractors, internal staff, and external agencies, and by coordinating calls for service and directing requests to appropriate personnel.

#### SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- 1. Support daily functions of the Public Works Department (95%)**

Under general direction from the Public Works Foreman, duties include:

- Support the Public Works Foreman, Public Works Leads in planning, organizing, and delivering departmental activities.
- Perform essential administrative and executive tasks to ensure smooth communication and action item follow-up.
- Prepare and handle correspondence, letters, memos, and other documents.
- Manage calls, messages, emails, visitor screening, and general inquiries professionally and efficiently.
- Receive information from the public and relay information to the department's field operations to ensure prompt response to service requests and emergency conditions.
- Enter and maintain work orders and related documentation.
- Maintain and manage the department's records including hard copy files, daily mail, electronic files and databases, financial records, and purchase orders.
- Prepare, collect, and organize safety documentation, forms, and compliance records.
- Track and process timesheets, crew logs, and daily activity reports.
- Assist with asset management data entry, updates, and record accuracy.
- Coordinate and prepare permit applications and documentation.
- Order materials, supplies, and parts required for field crews and operations.
- Track equipment hours, maintenance schedules, and inspection requirements.
- Organize on call schedules and support staff scheduling needs.
- Compile and present materials for meetings, workshops, and community sessions.
- Prepare meeting agendas, take minutes for toolbox or crew meetings, and track action items.
- Assist or arrange training for staff onsite or offsite including travel arrangements.
- Assist with content for Tk'emlúps te Secwépemc website within areas of responsibility.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.

**2. Other related duties as necessary (5%)**

**FINANCIAL RESPONSIBILITY**

This position does not have any financial responsibility.

**SUPERVISION OR TRAINING DUTIES**

This position does not supervise.

**SPECIAL REQUIREMENTS**

N/A

**TOOLS / EQUIPMENT**

Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, and telephones.

Uses computer applications such as databases, electronic mail, spreadsheets, word processing.

**WORKING CONDITIONS**

Primarily office-based with field visits as required.

Occasional flexibility may be required based on operational needs.

**WORK EXAMPLES**

N/A

**SELECTION CRITERIA**

**Professional Certification, Education and Experience**

- A diploma in business accounting, office administration, or a related discipline is preferred.
- A minimum of three (3) years clerical/administrative experience - preferably in a municipal operations environment.
  
- Working knowledge of work orders, scheduling, job cost, customer relations systems.
- Working knowledge of accounting practices, general meeting procedures, minute taking and record keeping/file management practices, report writing techniques, and presentation/preparation needs.
- Strong organizational, problem solving, time management, decision making, and customer relations skills are required for the position.
- Class 5 B.C. driver's licence.

**Skills and Abilities**

- Strong understanding of public works, construction, or field operations.
- Proficiency with Microsoft Office (Outlook, Word, Excel).
- Highly organized, adaptable, and committed to supporting field teams.
- Excellent interpersonal, customer service and communication skills in both oral and written form.
- High attention to detail and strong record-keeping abilities.
- Ability to prioritize tasks in a fast-moving operational environment.
- Understanding of Secwépemc culture, traditions, and protocols is an asset.
- Commitment to professionalism, confidentiality, and ethical conduct.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

**MANAGER AUTHORIZATION**

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE: