

ADMINISTRATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing various kinds of technical tasks of an administrative nature in areas related, among others, to the management of financial and material resources and to school organization. In his work, the administration technician may assist support personnel as well as users of the department concerned.

Required qualifications

Schooling

To have a diploma of college studies in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class performs various technical administrative tasks on behalf of those responsible for overall administration.

In the area of financial resources management, he collects, analyzes and prepares data or information so as to establish the requirements in terms of budgets and purchases. He carries out the proper recommendations.

In the area of material resources management, he participates in elaborating standards, evaluates the characteristics of new products and makes appropriate recommendations. He collaborates in the analysis of furniture and equipment requirements and he supervises and directs the installation of equipment.

In the area of school organization, he participates in the technical processes related to admission, registration, choice of courses, student records management and computerized files. He participates in calculations related to teacher allocation and workload.

In the area of human resources management, he carries out duties related, among others, to pension plans, insurance and to schooling and experience evaluations.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train less experienced personnel.

If need be, he performs any other related tasks.