

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Personnel

3215: Job Description, Secretary Treasurer/ Executive Officer

Policy

Under the general administrative direction of the Board of School Trustees and in consultation with the Superintendent of Schools, the Secretary Treasurer administers district assets, maintains official records, acts as Board spokesperson on official matters, provides counselling on fiscal matters, and develops and maintains an effective business operation in the district.

Under the general administrative direction of the Superintendent of Schools, the Secretary Treasurer directs the care and maintenance of district buildings and grounds, coordinates the district office and administrative functions, directs the purchasing activities, directs the Industrial Relations activities, and directs the activities connected with the transportation of students.