

## Update

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

This position reports to the Executive Director of the Francophone Secretariat. Required is the daily administration and operation within the Departmental policies and procedures, approved budgets and negotiated agreements resulting in an efficient and cohesive delivery of the programs operations.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Responsible for planning and ongoing review of procedures

- Make recommendations for changes and improvements in office operations
- Interpretation of policies and procedures

Act as assistant to Executive Director and Director in administrative matters and special projects

- Coordinate and plan special events
- Participate on internal committees
- Liaise on behalf of the office to provide or obtain information
- Contact with individuals from Minister and MLAs offices, other divisions, departments and the public
- Direct contact with department leadership and leadership supports

Preparation of annual budgets for review by Executive Director

- Budget planning and expenditure control
- Review and update quarterly update

Maintain records of monthly expenditures for the Branch

- Process and code all invoices
- Process monthly reports required to ensure expenditures are within budget
- Review and process procurement cards

Prepare correspondence in response to public inquiries

- Prepare and process Action Requests
- Respond to and direct telephone/email public inquiries
- Research information for Action Requests

Responsible for general office administration

- Monitor inventory of supplies and ensure the office is able to function efficiently within budget
- Make all necessary travel arrangements as required
- Draw up agreements and contracts for contracting services

## Problem Solving

Typical problems solved:

- The position is responsible and accountable for the day-to-day operation of the office and ensuring problems are dealt with in a timely fashion.
- Ensuring vendors are paid on time and solving any problems if they are not paid on time.
- Administrative services include areas relating to budget, forecast, accounts payable, accommodations, contracts and action requests.

Types of guidance available for problem solving:

Finance and other division are there to guide and help if needed

Direct or indirect impacts of decisions:

The office needs to operate smoothly to ensure that supervisors and leadership lead effectively and efficiently.

## Key Relationships

Major stakeholders and purpose of interactions:

- Interacts with wide range of internal stakeholders - Ministers, MLAs, general public, corporate sector, other government departments, other governments (federal, municipal) to provide information as requested.
- Liaise with external stakeholders (i.e. francophone community groups and associations) to set up meetings, respond to a variety of inquiries

## Required Education, Experience and Technical Competencies

Education Level <b>Diploma (2 year)</b>	Focus/Major <b>Business</b>	2nd Major/Minor if applicable	Designation
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If other, specify:

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Job-specific experience, technical competencies, certification and/or training:

- Knowledge of government administrative systems, policies and procedures
- Demonstrate organizational, leadership and planning skills
- Excellent oral and written communication skills
- Require extensive knowledge of English and French, written and spoken, so information can be provided to stakeholders in the relevant language
- Extensive knowledge of and skill in Word, Excel, PowerPoint, Action Request Tracking System (ARTS) and 1GX
- Ability to work with minimal supervision and complete projects within timelines on own initiative
- Extensive judgement required to complete or deal with complex problems

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
<b>Creative Problem Solving</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Works in open teams to share ideas and process issues:</b> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	
<b>Systems Thinking</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>Shapes APS goals with a view of entire network:</b> <ul style="list-style-type: none"> <li>• Considers whole system and links; sets goals for long-term outcomes and broad perspectives</li> <li>• Evaluates short, medium, and long-term impacts to inform progress</li> <li>• Shapes organization to meet client needs; helps others see their role in this</li> </ul>	

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**016AS06 - Office Administrator, Policy Secretariat** - the only difference from this position is I don't supervise anyone. Must have strong working knowledge of the processes/policies and procedures governing administrative services including budgeting, accounts payable, records management, and accommodations

**015AS14 - Clerical Supervisor** - again the position is very similar except I don't supervise anyone. Position performs range of office support, works independently.