

New

Ministry

Public Service Commission

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant

Requested Class

Executive Support 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Deputy Minister's Office

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

ED, Executive Operations

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Public Service Commission (PSC) serves as the central human resource (HR) department for the Alberta Public Service (APS), providing advice and direct delivery of HR services to support the attraction and retention of qualified employees to meet the needs of Albertans.

Reporting to the Executive Director, Executive Operations (EDEO), the Executive Assistant plays a critical role in supporting the Deputy Minister (DM) and the EDEO to support department operations and achieve the mandate of the PSC. This position provides strategic administrative coordination, information management, operational and project management, and senior-level support to ensure the seamless functioning of the Deputy Minister's Office (DMO).

This role requires exceptional judgment, political acuity, and the ability to deliver solutions in a fast-paced, high-profile environment.

The Executive Assistant is responsible for managing the DM's schedule and ensuring that the DM is supported with accurate and timely briefing materials. This includes anticipating scheduling conflicts,

resolving issues, and maintaining alignment with organizational priorities. Acting as the primary liaison between the DM's office, Assistant Deputy Ministers offices and other senior stakeholders, the position facilitates effective communication and coordination across ministries and external partners

The Executive Assistant plays an important role in the ongoing management of the Action Request (AR) Tracking System, creating ARs to support effective decision making, managing records in the system and facilitating executive level review and approval of ARs.

The Executive Assistant works in partnership with the EDEO to integrate information from a variety of sources to identify emerging issues, provide recommendations, and support informed decision-making. Both positions play a key role in facilitating effective communication within the PSC and with other areas of the Government of Alberta.

The Executive Assistant works in partnership with the EDEO to support the coordination of financial activities for the office of the DM, including budget preparation activities, invoice tracking and payment, review and preparation of expense reports, maintenance of financial reporting systems, time reporting, and contracting activities, all in accordance with Government of Alberta legislation, regulations, policies and directives.

This position demands a high level of independence and discretion, as well as strong organizational and relationship-building skills. Success in the role requires agility, systems thinking, and attention to detail to manage complex priorities and maintain operational continuity within the Deputy Minister's Office.

Responsibilities

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

1. Schedule Management and Executive Coordination

- Manage the schedule of the Deputy Minister and Public Service Commissioner (DM), ensuring alignment with organizational priorities.
- Schedule and organize meetings involving senior leaders from across the organization, well as external stakeholders.
- Use judgment and knowledge of PSC priorities to respond to meeting requests and resolve scheduling conflicts, seeking support from the Executive Director, Executive Operations (EDEO) or DM as required.
- Collect and organize briefing and meeting materials, ensuring the DM is appropriately briefed for each scheduled meeting.
- Maintain a bring-forward system and follow-ups to ensure timely completion of tasks.
- Research and compile background materials from multiple sources to support DM meetings.
- Communicate extensively with key stakeholders, including the Minister's Office, Executive Council, and PSC Executive Team.

2. Information Management and Strategic Advice

- Ensures confidential and sensitive materials and information are managed effectively, anticipating and resolving issues, proposing solutions, and alerting the DM and Executive Director, Executive Operations (EDEO) of urgent or sensitive matters and issues as appropriate.
- Provide advice to DM and EDEO on operational matters with potential strategic impact.
- Prepares Action Requests for DM review and coordinate the delivery to the Minister's Office as required.
- Review incoming and outgoing mail; flag significant items for DM and EDEO attention.
- Maintain accurate and up-to-date contact information for all DM contacts.
- Drafts and/or prepares correspondence on behalf of the DM as required, including proofreading for accuracy and correctness.

- Respond to and direct enquiries received via the PSC main phone line and shared email box to the appropriate division within PSC.
- Work with departmental FOIP coordinator to respond to FOIP requests as required.

3. Action Request Tracking and Reporting

- Create Action Requests in alignment with executive and department priorities.
- Support the tracking and reporting of Action Requests, including with the DMO and divisions.
- Respond to Action Request workflows to ensure alignment with executive priorities and deadlines.
- Maintain accurate ARTS records and ensure compliance with departmental standards.
- Provide advice and guidance to divisional staff on ARTS protocols and expectations to maintain consistency across the department.

3. Financial Administration and Compliance

- Tracks and monitor expenditures to ensure budget funds are expended as forecast and targets are met; identifies variances; and prepares quarterly forecasts along with rationale for significant variances for discussion with the EDEO.
- Review budget reports for accuracy; investigate discrepancies and provide financial updates.
- Review invoices and payables, including determining appropriate budget and accounting codes, and forward to the EDEO for approval, ensuring timely processing.
- Prepare expense claims for the DM and monitor expense disclosure reporting activities.

4. Office Operations and Administrative Leadership

- Identify administrative issues with potential to impact the operations of the office of the DM and proactively develop solutions and courses of action to deal with issues.
- Make decisions and initiate actions regarding day-to-day workflow and administrative operations.
- Coordinate accommodations, IT requirements, and office supplies for the DM's office.
- Implement and maintain records management and disposition systems in accordance with Government of Alberta records management policies and guidelines.
- Interact professionally with walk-in inquiries from officials and the public.
- Ensure office and boardroom readiness for meetings.
- Update office procedure manuals as required.
- Develop administrative processes to enhance efficiency and promote a positive service culture.
- Represent the DM's office on committees working on administrative policy and process improvements, as required.
- Coordinate planning and delivery of PSC business events, including logistics, materials, and on-site support.

Problem Solving

Typical problems solved:

- Resolve DM calendar conflicts and coordinate scheduling with other senior leader's offices, often with

limited availability.

- Adjusting the DM's schedule quickly while minimizing disruption to priorities.
- Balancing urgent requests from the Minister's Office, Executive Council, and PSC leadership.
- Ensure all materials DM meetings are received on time from department divisions.
- Investigating and correcting financial variances before reporting deadlines.
- Reconcile vehicle expenses with Treasury Board and Finance reports.
- Troubleshooting problems with GoA systems (e.g., 1GX, ARTS) that impact scheduling or financial processing.
- Ensure hardcopy files and DMO shared folders are kept up to date and documents are easy to find.

Types of guidance available for problem solving:

- Direction from the Executive Director, Executive Operations (EDEO) and Deputy Minister (DM) regarding challenging calendar conflicts and priority decisions.
- Assistance from Treasury Board and Finance for complex financial transactions.
- Collaboration with Assistant Deputy Ministers' offices to resolve scheduling conflicts and secure briefing materials.
- Engagement with internal service providers (e.g., Accommodations, IT support) for office operations and technology troubleshooting.
- Access to GoA systems and resources such as 1GX for financial processing and ARTS for administrative tracking.
- Reference to Government of Alberta directives, policies, and guidelines for compliance and decision-making.
- Support from PSC administrative network for coordination of processes and sharing best practices.

Direct or indirect impacts of decisions:

Direct Impacts

- The Deputy Minister's ability to meet strategic priorities and fulfill commitments is directly influenced by scheduling decisions and how conflicts are resolved.
- The accuracy and timeliness of briefing materials affect the quality of discussions and decisions at senior leadership tables.
- Financial compliance and reporting integrity depend on decisions related to budget tracking, expense coding, and contract processing.

Indirect Impacts

- Stakeholder relationships and organizational reputation can be impacted by how urgent requests and scheduling conflicts are managed, particularly with the Minister's Office, Executive Council, and external partners.
- Operational efficiency across the PSC is influenced by decisions on workflow, information management, and administrative processes, which affect responsiveness to emerging issues and overall service delivery.

Key Relationships

Major stakeholders and purpose of interactions:

Office of the Minister: Exchange and provide information, resolve issues, and provide scheduling and

administrative support.

Office of the Deputy Minister of Executive Council and other Deputy Minister Offices: Coordinate schedules, share information, and resolve issues impacting cross-ministry priorities.

PSC Assistant Deputy Minister Offices: Provide direction on assignments and information requests, coordinate responses to issues, interpret administrative policies and procedures, and ensure timely provision of meeting materials.

PSC internal support services (Human Resources, Financial Services, Information Technology, and others): Exchange information, resolve operational issues, and coordinate responses to initiatives and projects.

Other offices of senior stakeholders and government representatives: Maintain effective communication, respond to inquiries, and resolve issues related to PSC operations and the Deputy Minister's commitments.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Public Administration		

If other, specify:

Three years progressively responsible related experience or equivalences.

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

The Executive Assistant role requires a combination of advanced technical skills, specialized knowledge of government processes, and experience providing executive-level support in a complex environment. Key requirements include:

Experience

- Providing executive-level administrative support in a multi-stakeholder, high-profile environment.
- Managing complex scheduling and workflow coordination for senior leaders.
- Performing financial administration, including budgeting and expense reconciliation.
- Coordinating information management processes, ensuring timely and accurate delivery of materials.
- Interpreting and applying Government of Alberta policies, directives, and procedures.
- Planning and organizing business events and logistics for senior leadership meetings.

Technical Competencies

- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Extensive experience with Action Request Tracking System (ARTS) for coordinating materials and managing approvals and submissions.
- Knowledge of 1GX financial system for budget tracking and expense processing.
- Familiarity with records management systems and retention/disposition standards.

Training and Knowledge Areas

- Government of Alberta financial policies and procedures for compliance and accountability.
- Freedom of Information and Protection of Privacy (FOIP) requirements for handling sensitive information.
- Records retention and disposition standards under GoA guidelines.
- Project management fundamentals for leading administrative initiatives and process improvements.

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		
Creative Problem Solving	☐	☒	☐	☐	☐	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Asks questions to get a deeper understanding of the present issue. Explores different methods in how we complete our work, with a goal to achieving more efficient and effective outcomes.
Systems Thinking	☒	☐	☐	☐	☐	Observes and understands larger impact of role: • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders	Understands how work contributes to the achievement of department goals. Anticipates change in own area based on activities in other areas. Understands how the services, activities and actions of the APS add value for clients and stakeholders Asks questions to understand broader goals and objectives. Works with others to align activities.

Agility	○ ● ○ ○ ○	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Anticipates changing environmental demands and changes behaviour accordingly. Remains calm and composed even in difficult or stressful situations. Is able to see the positive side to a difficult situation. Remains optimistic and perseveres in finding solutions. Proactively seeks advice and support when priorities change to appropriately assess, prioritize and meet changing demands.
Build Collaborative Environments	● ○ ○ ○ ○	Works in an open honest manner with colleagues: • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations	Creates opportunities for people to share information. Contributes positively by actively sharing information, and listening and accepting others' points of view in an open, honest and non-defensive way. Identifies ways to support and encourage group members in accomplishing their tasks. Uses mistakes as learning opportunities thereby empowering others to take risks.

Benchmarks

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

Excluded Administrative Support, Benchmark Evaluation - 313ES02, Senior Administrative Assistant