

## Update

Ministry

Education and Childcare

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Executive Assistant

Current Class

Executive Support 2

Job Focus

Corporate Services

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

Child Care Delivery/ADM Office

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Issues Manager

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-05

Responsibilities Added:

- updating due to an upcoming vacancy
- change to routing ARTs requests, instead of just serving as back-up for ARTs

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Executive Assistant provides executive administrative support to the ADM and is responsible for managing the daily administration of the ADM's Office. This includes providing professional support to the ADMO in the ongoing operation of the division and identifying work related concerns, providing recommendations and solutions and implementing administrative procedures and best practices while ensuring compliance with the ministry and government policies and practices.

This position is responsible for dealing with highly confidential and sensitive information and for the management and coordination of sensitive correspondence and executive priorities. The position works closely with the Minister and Deputy Minister's office in providing timely, high quality responses consistent with the ministry's policies and processes.

This senior support position is responsible for providing a high level of efficient and effective administrative and office functions. The work deals with high volumes, high urgency, high complexity and often politically sensitive issues. This position supports management and professional staff and will be expected to work independently with minimal supervision

This position is responsible for ensuring the ADM's scheduled is coordinated to facilitate effective management of the ADM's time. Responsibilities include planning and co-ordination of the ADM's schedule and the accurate and timely processing of executive communication material.

The Executive Assistant must understand the business goals and objectives of the ministry and the division, and have sound knowledge and practices in the areas of budgeting, purchasing, accommodations, expenditure control, HR and other specialize administrative support systems. This position provides a lead role to other administrative support staff in the division through the provision of training on administrative policies.

The complexity and high profile nature of the priority initiatives requires being proactive and adaptable to rapidly changing environments.

## Responsibilities

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

### 1. Scheduling and Support Coordination

- Coordinates all activities related to the ADM's schedule by responding to meeting requests, screening meeting requests, scheduling meetings and referring requests for meetings to senior division staff. Manages the ADM's schedule to facilitate effective management of ADM's time.
- Prepares meeting information and requests necessary meeting material information from division staff as necessary.
- Uses judgment and knowledge of division issues, priorities, and relationships to respond to requests for meetings with ADM.
- Schedules and organizes meetings involving senior government, department, other government, and private sector representatives and officials. Prepares necessary correspondence, materials, agendas, and minutes for the meetings.
- Ensures ADM is fully prepared for attendance at Executive Team and M/DM meetings.
- Schedules, collects and prioritizes discussion items for various meetings, prepares agendas, takes minutes and follows up on action items as required.
- Makes arrangements for ADM meetings, including preparing and arranging for coffee, and setting/cleaning up meeting rooms. Ensures that meeting materials are distributed in advance to meeting participants are accurate and received in a timely manner
- Implements and maintains a records management and bring forward system for the ADM, while ensuring compliance to government standards.
- Prepares/coordinates travel and accommodation requirements for the ADM.

## **2. Communication, Office and Division Coordination**

- Ensures a high-performing standard of communication and coordination of work for the ADMO.
- Ensures effective communication and information flow from the office to direct reports and staff.
- Exercises judgment when interpreting department guidelines and determines methods to complete or deal with complex problems.
- Drafts or revises briefing/letters/memos and reports for ADM using strong writing skills while ensuring departmental standards for word usage, grammar, punctuation, and format are met.
- Provides leadership, coordination and direction to division administrative staff to ensure timely responses to inquiries and consistency of administrative processes.
- Provides additional support to the Issues Manager as required, and routes division ARTS requests.
- Provides divisional coordination support for division for a wide variety of activities (i.e. division recognition and engagement activities, and divisional planning sessions and events).
- Identifies administration issues with potential to impact operation of ADM's office; recommends solutions and courses of action to deal with issues.
- Coordinates logistical supports and needs (i.e. stationary office supplies, fixed assets, accommodation, IT, equipment) and other administrative requirements for the ADMO.
- Works with Information Management Staff on the implementation and the maintenance of ADMO file system.
- Employs set of programs including Word, Excel, PowerPoint, Visio, Adobe, Internet, Outlook, Teams, Sharepoint, ARTS, and 1GX to complete various assignments.

## **3. ADMO Forecast and Expenditures**

- Reviews and accurately codes invoices for approval by the Expenditure Office for the ADMO and division as required.
- Reviews PCard and Expense Claims for Ministry Support Services staff, and select Executive Team members and Executive Directors as required.
- Prepares, reconciles, expense claims and Procurement Card transactions for payment ensuring that government policies are adhered to and submission occurs in an accurate and timely manner.
- Completes budget and manpower forecasts templates on behalf of the ADMO.

## **4. Human Resource Management**

- Provides functional support on human resource requirements for ADMs office.
- Processes and maintains all confidential employee relations documents for ADM.
- Liaison with Pay and Benefits on salary, benefits and information/clarification regarding time accounting records.
- Maintains vacation and absence record of ADM's direct reports.
- Monitors and ensures timely submissions of performance appraisals and scheduling/completion of performance appraisal discussions between the ADM and his/her direct reports.

## **5. Specialized Support**

- Manages, coordinates or works with the Issues Manager on special projects and initiatives as required.
- Provides additional support and assistance to the offices of the Deputy Minister and the Minister, when needed.

## Problem Solving

Typical problems solved:

Position is the Senior Administrative Assistant in the Division.

This position is a key point of contact between the ADM's office and branches regarding all administrative matters.

This position has a high degree of functional independence in handling a wide variety of assignments from different branch staff, often with high volume and high urgency and confidentiality, which adds to the complexity and requires creative solutions in order to complete the work assigned.

The position is situated in a dynamic work environment and requires analytical thinking and good judgment in prioritizing work and resolving issues.

This position does not supervise staff, but provides a lead role in training, educating and mentoring staff on procedures and policies of the department, and providing assistance with the explanation and interpretation of such policies and procedures.

Types of guidance available for problem solving:

ADM, Issues Manager, ES2 staff in other divisions, divisional administrative staff

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

Position has considerable ongoing contact with:

- Deputy Minister's Office and other ADM offices to coordinate meetings, to provide information as requested.
- Offices of senior government representatives, including Communications, Human Resources, Finance to coordinate schedules, exchange and prepare information.
- All levels of staff throughout the department and/or division to interpret administrative policies and procedures, assign projects and requests for action, and/or exchange and clarify information.
- Other government departments (municipal, provincial, federal) - coordination of meetings, sharing of information as required/requested.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

High school diploma and a minimum of five years directly related experience. Equivalency considered.

This position must have excellent and demonstrated:

- Written and verbal communication skills, including ability to communicate effectively with offices of government executives and key stakeholders.
- Strong interpersonal, consultative and change management skills, including the ability to handle sensitive and/or difficult situations and negotiate agreement and commitment to action relating to varied processes and assignments.
- Ability to negotiate, compromise, solve problems, and maintain a current knowledge of critical issues.
- Organizational, administrative and time management skills, to manage competing demands and priorities, adapt to changing priorities, and effectively deal with complex/contentious issues-often under severe time constraints.
- Analytical and research skills to develop and recommend viable administrative solutions and compile and summarize information.
- Commitment to confidentiality, diplomacy and tact.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues with minimal supervision.
- General organizational knowledge of the programs and services of the ministry
- Strong computer skills with experience using Microsoft suite, SharePoint, Adobe and SAP (1GX). Comfort using

virtual meeting technology (MS Teams, Webex, etc).

- Strong knowledge of the Internet and web based programs.
- Sound knowledge of the governmental administrative protocols, policies and procedures.
- Knowledge of basic budget procedures.

This position must be able to:

- Plan and coordinate multiple tasks and projects under time pressures.
- Manage complex information flow and assignments within short time frames.
- Proactively identify concerns, issues, and potential solutions and recommendations relating to responsibilities.
- Initiate action independently using sound judgment.
- Function independently as well as lead and contribute within a team environment.

### 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		
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from</li> </ul>	

		affecting others negatively <ul style="list-style-type: none"> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiple priorities</li> <li>• Operates within APS value system</li> </ul>	

**Benchmarks**

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

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

