

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

|                                                                                     |                                                        |                                            |                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------|--------------------------------|
| Working Title<br>Administrative Assistant to the<br>Assistant Deputy Minister (ADM) |                                                        | Name<br>[REDACTED]                         |                                |
| Position Number<br>[REDACTED]                                                       | Reports to Position<br>No. Class & Level<br>[REDACTED] | Division, Branch/Unit<br>Forestry Division | Ministry<br>Forestry and Parks |
| Present Class<br>Executive Support 2                                                |                                                        | Requested Class                            |                                |
| Dept ID<br>[REDACTED]                                                               | Program Code<br>[REDACTED]                             | Project Code (if applicable)<br>[REDACTED] |                                |

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

This position supports the ADM in the operation of Forestry Division by ensuring the effective and efficient administration of the ADM's office, including management of day-to-day activities, establishment of administrative priorities, and coordination of resources. The Administrative Assistant has a key leadership role in the development and implementation of administrative processes within the ADM's office and the division and manages information flow for the ADM's office by liaising extensively with the offices of the Minister, Deputy Minister, and other senior department representatives.

Significant aspects of this position include committing the ADM and senior division staff to meetings with stakeholders and partners; researching, compiling, and summarizing background material for the ADM; and carrying out special projects on behalf of or as delegated by the ADM. The Administrative Assistant also supervises all administrative staff assigned to the ADM's office and provides direction and functional supervision to administrative staff in division Directors' offices.

The Administrative Assistant to the ADM functions within, and ensures that other administrative staff in the division comply with, applicable Government and department legislation, policies, procedures, guidelines, and standards.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Issues and correspondence directed to the ADM's office, often of a sensitive and highly confidential nature, are reviewed and managed effectively and efficiently.

**Activities:**

- Reviews and assesses correspondence directed to ADM; identifies and brings urgent and important concerns and issues to the attention of the ADM, Executive Assistant, and division Directors.
- Forwards correspondence to appropriate area within the division for information, draft reply, and/or comments.
- Reviews draft replies for the ADM's signature, ensuring revisions are completed as requested.
- Drafts written responses for ADM signature on own initiative or according to general instructions from ADM.
- Facilitates handling of confidential budget and grievance materials of behalf of the ADM.
- Screens documents prior to ADM approval for accuracy, consistency with policies, etc.
- Determines and performs necessary follow-up and research to clarify issues relating to requests for action or information received by the ADM.
- Manages distribution and tracking of correspondence and ADM requests for action.
- Administers the ADM's electronic mail system.
- Oversees maintenance of filing and bring-forward systems for the ADM's office.

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2. ADM's personal schedule is coordinated to facilitate effective management of ADM's time.

**Activities:**

- Uses judgment and knowledge of division issues, priorities, and relationships to respond to requests for meetings with ADM by booking appointments or referring requests for meetings to senior division staff.
- Schedules and organizes meetings involving senior department, government, and private sector representatives and officials.
- Meets with ADM and Executive Assistant to organize initiatives and discuss priorities and targets.
- Ensures travel and accommodation arrangements are made and expense accounts for ADM and Executive Assistant are prepared and submitted in an accurate and timely manner.
- Collects and prioritizes discussion items for meetings; prepares agendas and minutes; and follows up on action items as required.

3. Administrative functions for the ADM's office and the division are provided with leadership and coordination.

**Activities:**

- Coordinates human resources-related activities for ADM's office, including overseeing approval process for staffing requests; ensuring presence of Directors to act for ADM as necessary; and communicating with Human Resources as required.
- Participates in budget-related activities for ADM's office, including providing input to budget preparation, forecasting expenses, tracking expenditures, preparing variance reports, and serving as expenditure officer.
- Manages facilities-related activities for ADM's office, including preparing space utilization reports and coordinating major changes to office facilities and moves.
- Manages administrative staff assigned to ADM's office, including recruiting, training, and supervising staff; establishing service standards for work performed; and preparing performance assessments and learning plans.
- Identifies administration issues with potential to impact operation of ADM's office; recommends solutions and courses of action to deal with issues; and advises ADM of general administrative operation of the division.

4. Effective communication and working relationships with the Deputy Minister's office, the Minister's office, division and department staff members, and stakeholders are developed and maintained to ensure effective communication flow to and from ADM's office and timely responses to inquiries and requests.

**Activities:**

- Responds to enquiries from Minister's and Deputy Minister's offices.
- Provides direction and functional supervision to administrative staff in division Directors' offices to ensure timely responses to enquiries and consistency of administrative processes.
- Provides cover-off services in Minister's and Deputy Minister's offices as requested.
- Communicates extensively with offices of key stakeholders to request and distribute information, schedule meetings, and anticipate impact of stakeholder enquiries to determine appropriate response strategies.

5. Background and research materials are prepared and coordinated for the ADM and Executive Assistant in an effective and timely manner.

**Activities:**

- Compiles, summarizes, and assembles background and research materials, including scheduling briefing meetings, to ensure ADM is appropriately prepared for meetings and events.
- Directs projects assigned by ADM to appropriate area of division for coordination and/or completion.
- Coordinates and carries out special projects on behalf of or as requested by the ADM.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Administrative Assistant manages the day-to-day activities of the ADM's office, including coordinating administration, budget, and human resource requirements, and provides leadership to administrative functions for the Forest Protection division. In addition to requiring an in-depth understanding of the division operations, this position requires an excellent understanding of the department mandate and relationships with key stakeholders to coordinate the ADM's schedule and manage the office administration.

The responsibilities of this position have division-wide impact in that the Administrative Assistant ensures the timely, consistent, and effectively delivery of information and assignments to and from the ADM's office. This position also manages information flow between the ADM's office and those of key stakeholders and senior government representatives and officials. The Administrative Assistant must be able to effectively consult with division, department, and stakeholder representatives, balancing the diverse and occasionally conflicting priorities of individuals representing a variety of projects and programs with significant division-wide impact.

The ADM's Administrative Assistant is expected to apply creativity, initiative, and originality to all responsibilities. Excellent judgement and respect for confidentiality of information is critical, given that decisions and recommendations made impact directly on the operation of the ADM's office and define many of the administrative processes used in the division. In addition, this position is assigned to special projects that can require research and analysis and the synthesis of information into reports for the ADM and other senior or executive level managers.

This position works within the parameters of established division and department policies, processes, and procedures as well as within directives established by the Minister, Deputy Minister, and ADM. The ADM sets general objectives for the position, with work typically delegated verbally or in writing by the ADM and Executive Assistant, and on occasion by the Minister's or Deputy Minister's offices. The Administrative Assistant has considerable latitude to determine areas of focus and priorities, and can exercise complete initiative and authority to act for assigned responsibilities.

Work is normally reviewed on completion for achievement of established results, accuracy of information, and implications of content or recommendations. Only new or highly unusual or sensitive situations are discussed or referred to the ADM or Executive Assistant. The Administrative Assistant meets with the ADM to discuss performance, primarily in terms of ability to meet objectives in a professional, proactive fashion and in compliance with relevant legislation, policies, and procedures. Administrative issues without established policies, processes, and guidelines or without clear precedent are discussed with the Director, typically in terms of recommendations made by this position to deal with the situations.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Administrative Assistant to the ADM requires extensive knowledge and understanding of:

- applicable department and government administrative policies, procedures, and guidelines, particularly those pertaining to the offices of senior government representatives and officials
- department and division organizational structure, mandate, and services
- division priorities and issues to balance client and stakeholder demands against the ADM's limited time available for meetings and discussions
- impact of applicable acts and related legislation on division operations
- software tools used to carry out responsibilities (i.e. 1GX, SAP Concur, SharePoint, Planner, Microsoft Outlook, Word, Excel, Powerpoint, the internet)
- relevant department and division business plan goals, objectives, and strategies
- mandates of and relationships to key stakeholders

The Administrative Assistant to the ADM must have excellent and demonstrated:



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- written and verbal communication skills, including ability to communicate effectively with offices of government executives and key stakeholders
- interpersonal and consultative skills, including ability to handle sensitive and/or difficult situations and negotiate agreement and commitment to action relating to varied processes and assignments
- organizational, administrative, and time management skills, including ability to prioritize multiple responsibilities
- analytical and research skills to develop and recommend viable administrative solutions and compile and summarize information
- supervisory skills
- commitment to confidentiality, tact, and diplomacy
- accurate keyboarding skills

The Administrative Assistant to the ADM 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 judgement
- function independently as well as lead and contribute within a team environment
- demonstrate initiative, sound judgement, and creativity

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Administrative Assistant to the ADM has considerable ongoing contact with:

- offices of the Deputy Minister and the Minister to coordinate schedules, exchange and prepare information, and resolve administrative issues.
- offices of key stakeholders and senior government representatives to coordinate schedules, resolve and respond to administrative issues, and exchange and prepare information.
- all levels of staff throughout the division to interpret and administrative policies and procedures, assign projects and requests for action, and/or exchange and clarify information.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*