

New

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Branch Administrator

Requested Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Strategic Initiatives of Rural Utilities

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, the Branch Administrator provides administrative and logistics services in support of Resource Development Policy Branch activities and decision-making processes. In addition, the Branch Administrator acts on behalf of the Executive Director to facilitate effective communications within the branch/division/department and with external departments, clients, and delivery partners. All responsibilities are performed within the context of internal administrative procedural guidelines and within broad objectives as established by the Executive Director.

Responsibilities

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

Administrative Support

- The position develops, maintains and provides effective liaison within the branch and division, within the department, with the Assistant Deputy Minister's (ADMO) office, the Deputy Minister's office (DMO), and with internal/external stakeholders through responding to, or coordinating responses to inquiries and related information requests. Reviews incoming correspondence for the Executive Director via paper copy or electronic correspondence, directs and coordinates the preparation of responses, and reviews the correspondence once completed for Executive Director sign-

off.

- Composes memos and letters for the Executive Director, and proof-reads prepared correspondence for accuracy, grammar, and proper format. Reviews signed Minister, Deputy Minister, and ADM or equivalent's correspondence and forwards to the appropriate branch functional unit, division and/or department for action.
- Provides timely documentation to the Executive Director and ADMO. Review of action requests and delegation to the appropriate staff, tracking of Action Requests and quality control for all documents produced, including correspondence preparation, word processing and data input.
- Directs and guides branch, divisional and/or departmental staff on form, accuracy and content of correspondence that requires the Executive Director's or ADM's signature.
- Reviews, tracks, and organizes incoming/outgoing correspondence to identify priority items, and responds to requests/complaints.
- Assigns, reviews, revises, and follows up on Action Requests from Minister, Deputy Minister or ADM or equivalent's offices. Researches information from a variety of sources in order to respond to Action Requests. Enters action requests and updates on the tracking system and brings forward on due dates. Tracks outstanding action requests.
- Administrator for SharePoint sites, ensuring content is appropriate and correct, and quality control. Works with staff to update the existing material.
- Brings unique items to the attention of the Executive Director.

Human Resource and Financial Management, Budget and Expenditure Monitoring.

- Primary contact for Human Resources to address any questions related to the Branch's staff. Manages and maintains current information on FTE allocation. Reviews and prepares HR information and forms for Executive Director's signature, and supports branch management in completion of same. Manages documentation for transfer and termination.
 - Codes and tracks accounts payable invoices to ensure efficient and timely payment.
- Prepares and monitors budgets, including forecasting expenses, tracking expenditures, preparing variance reports, and serving as expenditure officer. Reviews financial reports in SAP Web GUI, invoices and approval forms for completeness, accuracy, and appropriate signatures.
- Review Electronic Payment System (EPS) to reconcile billings from Bell Canada and Telus Wireless for reconciliation.
 - Review and reconcile Bell Conference call invoices with conference call notifications.
 - When/if required, assists in preparation of branch contracts, as well as managing contract payments utilizing Ariba (1GX). Assists in monitoring contract expenditures to ensure they are within the scope of the contract and in accordance with financial policies and procedures.
 - Liaise with budget administrators in other units, Financial Services, and Human Resources to obtain clarification and provide accurate information. Tracks and monitors expenditures, reviews and resolves discrepancies, arranges for transfers to address any coding errors or incorrect charges. Collects and complies financial information required at the functional level and rolls up to the branch levels for Executive Director's approval/sign-off and submission to Finance.
 - Prepares requests for out-of-province/country travel for the Executive Director and manages/directs preparation of Executive Director's and branch expense claims, ensuring governing financial policies and procedures are adhered to.
 - Reconcile branch procurement card/MasterCard expenditures using 1GX to reconcile correct amounts using SAP Concur.
 - Creates Non Purchase Orders in 1GX to pay invoices.
 - Reviews and processes branch staff expense claims.
 - Maintains an inventory of all training and development requests at the branches' level. Monitors and processes payments related to training and development for the branches.
 - Review as required appropriate expenditure officer approvals for timesheets/ time entry assistance.
 - Processes payments related to procurement card expenditures and supply purchases.
 - Assists the Executive Director with monthly expenditure disclosure.

Review attractive assets listing and prepare annual update as required by financial services unit.

- Updates and maintains organizational charts for Branches on a monthly basis for uploading into Intranet.
- Works with Branches as a central point for all 1GX related inquiries and works closely with Service Alberta and Energy to ensure accuracy.

Calendar/Scheduling

- When requested, administers Executive Director's itinerary. Schedules appointments that include determining priority of conflicting events and adjusting schedule as appropriate. Coordinates activities related to the Executive Director's schedule; screens meeting requests, redirects requests where appropriate; and prioritizes meetings.
- Prepares meeting packages for the Executive Director ensuring background related material is available, sends out

meeting agendas. Meets and briefs Executive Director with verbal and written information prior to meetings.

- Prepare travel arrangements: book out of province and out of country flights, hotel arrangements, car rentals, and obtain necessary approvals.
- Scheduling and the set-up of conference and video conference calls when required.

Record and File Management

- Establishes working files for the Executive Director. Maintains the Executive Director's filing system according to professional standards for creation through to archives or destruction of files.
- Assists with the coordination and storage of files with Central Records through prescribed guidelines.
- Search electronic and paper records, reports, files, etc., to find information as required.
- Responding to FOIP requests that include searching electronic and paper files.

Office Automation/Procedural Changes

- In consultation with other Senior Executive Support and other divisional and/or departmental support staff, develops or enhances procedures for administrative processes.
- Provides direction and guidance to other administrative support staff in the branch, division and/or department related to responding to questions related to processes, procedures, etc.
- Reviews environmental conditions and equipment changes to assist with the effective operation of the Executive Director's Office. Manage and review inventory of office supplies and special order placement; Attractive Assets tracking.
- Creating and updating branch distribution lists as required.
- At the request of the Executive Director, participates in special projects e.g. researching financial policies or administrative processes for Management clarity and understanding, assists with the organization of meetings, conferences or department celebrations.

Other Administrative Support Responsibilities

- Invoice coding and processing.
- Prepare PowerPoint Presentations as required.
- Deals with telephone and walk-in inquiries including department officials, officials of other government departments, agencies, boards and commissions, vendors, stakeholders and the general public.
- Facilitates staff moves for the Branches and coordinates with Energy Accommodations.
- When required, coverage of the Executive Assistant's desk in the ADM office as requested or of other Branch Administrators within the Department.

Problem Solving

Typical problems solved:

This position designs, implements and oversees all administrative support systems and processes, including budget, forecasting and monitoring, and personnel/payroll and contract staff. Consequently this position has extensive interaction with these functional units, department management and branch heads, stakeholders, agencies, boards and commissions, consultants and vendors and various government departments. The efficiency, quality of output, and level of customer service provided reflect on the performance of the Branch as a whole.

This Position prepares, forecasts, and monitors budgets, and assists in monitoring contract expenditures; composes correspondence for the Executive Directors signature; and provides leadership and acts as a resource to staff in the branch, department and/or division on form, accuracy and content of correspondence requiring the Executive Director's or ADM's signature.

This Position participates in special administrative projects e.g. researching financial policies or administrative processes for Management clarity and understanding; and assisting with the organization of meetings, conferences or department celebrations.

Types of guidance available for problem solving:

There is standard training for software such as ARTS and 1GX, plus there will be a network of other administrators who can help support. Finally the Executive Director Supervisor will provide the ultimate support and guidance.

Direct or indirect impacts of decisions:

Impacts of decisions will mostly be around timeliness and effectiveness of work flows. Ultimately this position will bring final decisions to Executive Director, so timing impacts will be paramount.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director of SIRU: Director supervisor, provides guidance and direction, this is branch administrators primary relationship

SIRU Management: work will flow between the ED and management, and branch administrator will guide and track that

ADMO of Utilities - to get direction on timing and ADMs expectations

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

More education will be considered and asset

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

4 years experience in Administration and or office management.
 Finance experience will be an asset.
 Experience in tracking work will be an asset.

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		
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: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system	understands the branches priorities, tracks them, and ensures they are working with ED to make sure branch is delivering, and on time
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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	needs to be able to learn linkages between teams on SIRU to be able to best assign and enable work

		organization adds value for clients and stakeholders	
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"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	needs to be able to switch priorities as ED identifies shifts in tasks.

Benchmarks

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