Update

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant

Current Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Cultural Industries Branch

☐ 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:

Reporting to the Manager, Industry Development, the incumbent provides support services to the Cultural Industries Branch (including Alberta Film, Alberta Media Fund and the Jubilee Auditoria). The Administrative Assistant performs a full spectrum of administrative and financial functions to support day-to-day operations of the office the Cultural Industries Branch. Primary responsibilities include administration of action requests, processing of invoices and other payments, maintenance of databases, and meeting coordination with a number of external organizations and industry members, and support to Branch staff as required. The position also ensures effective work flow with internal and external clients.

Responsibilities

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

1. Provides information in support of both internal and external clients.
   - Acts as first contact for incoming calls/emails, assisting with approvals, information gathering and requests tracking.
   - Responds to client inquiries regarding programs and services of the Cultural Industries Branch including general information on programs and services, locations/logistics, and website assistance as required.
   - Respond to routine emails, letters and general correspondence; compose letters, memoranda for reports according to the ACT style guides with consultation and approval of Supervisor.
   - Provide administrative support to all Action Requests (ARs) including logging incoming ARs, tracking deadlines, adding templates, etc.
   - Assist Branch staff developing presentations and material for public and/or intergovernmental presentations.
   - Facilitate timely flow of information within the Branch and externally to ensure that requests/issues are addressed and resolved in a timely manner.

2. Supports the Cultural Industries Branch in budgeting and forecasting expenses and acquires goods and services.
   - Orders goods and services for the Branch and tracks and maintains related budgets.
   - Verifies receipt and codes invoices for Expenditure Officer approval for payment.
   - Prepares contracts and/or grants and processes for payment.
   - Coordinates, organizes and tracks administrative staffing expenditures.
   - Reconciles and codes monthly procurement cards for unit staff.
   - Prepares and verifies expense claims for the unit.
   - Assists with monthly budgeting/reconciling. Assists with year-end budget procedures and requirements.

3. Assists with the planning, coordination and support of meetings and industry events.
   - Plans events/meetings, obtains hosting and travel approvals, assist with travel planning for unit, processes expense claims and shipping of display and marketing materials.
   - Provides timely and complete distribution of agenda materials and meeting minutes.

4. Performs general administration to support and assist the Branch
   - Manages all documentation relating to the Unit business, production community, and creates/maintains records management system for office.
   - Appropriately distributes essential, confidential, time sensitive information to internal staff and external clients.
   - Routes incoming and outgoing correspondence for the Branch including mail, fax and email.
   - Coordinates scheduling of vacation, training as required by the Branch.
   - Acts as the IMTS and SRC Site Contact for the Branch, responding to IT and other equipment needs, software and asset tracking, managing procurement, equipment maintenance and surplus.
   - Works collaboratively with the Executive Assistant to the Executive Director of Cultural Industries Branch to ensure consistency within the Branch operations and policies, flow of information, etc. Provides support and cover-off to this position as required.
   - Ensures safe work practices are being followed.
   - Other Branch support as required.

Problem Solving

Typical problems solved:

The position provides daily operational support to the Cultural Industries Branch ensuring information is handled with sensitivity and care. Much of the information (i.e., personnel and industry) is of a confidential nature. Practicing teamwork is essential to the efficient operation of the overall Branch. Work is completed under limited supervision and requires an incumbent who is a self-starter and comfortable taking initiative on duties as assigned and in that fall within the purview of the position. Work is complete within the policies, procedures and regulations governing the Government of Alberta. Creative organization is required to ensure that deadlines are met, quality is maintained, and objectives and results are achieved.

Types of guidance available for problem solving:

The position has access to many staff within the Cultural Industries Branch including Executive Director, Directors, Manager, and Program Support Staff.

Direct or indirect impacts of decisions:

The performance of this position impacts a diverse group of external stakeholders and organizations. Errors or omissions in the work completed by the Administration Assistant can adversely impact the decisions of external clients and the reputation of the Cultural Industries Branch. It is important for the incumbent to act as a representative of the Government of Alberta and to demonstrate integrity, accountability and trustworthiness.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Assistant to the ED (work collaboratively with to support the branch)
- Manager, Industry Development and the Cultural Industries Branch staff (provides day-to-day administrative support as required in support of day-to-day duties)
- Other branch staff including Alberta Media Fund and Jubilee Auditoria in basic branch requirements.
- Internal government clients (provides information as required)
- External clients (provides information as required)

Required Education, Experience and Technical Competencies

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

If other, specify:

3 years of related experience.

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

Knowledge:
- Full working knowledge of government policies and procedures, general knowledge of the Cultural Industries Branch and the ability to answer general questions about the programs and services of the Branch.
- Knowledge of the Cultural Industries (film and television, music, books and magazines).

Skills:
- Superior written and verbal communications skills
- Excellent organizational and interpersonal skills
- Ability to prioritize/multi-task and manage workload under pressure
- Budget and forecasting
- Excellent customer service skills
- Research and information gathering
- Well-developed skills in Microsoft Office Products, IMAGIS, MYAGENT, ARTS, EXCLAIM

Abilities:
- Proven ability to take initiative for tasks and duties as assigned and that fall within the purview of the position
- Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confident,

controversial and sensitive nature
- Ability to meet time-sensitive deadlines
- Demonstrated ability to analyze situations and make appropriate decisions without immediate supervision; ability to be self-directed and a self-starter
- Ability to communicate effectively with senior management, the media, the public, and the Branch industry partners and stakeholders

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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 that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. Systems Thinking allows us to keep broader impacts and connections in mind.
Develop Networks	● ○ ○ ○ ○	Maintains collegial internal relationships and understands external network: • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful	Communicate regularly with team members and demonstrate a strong ability in fostering positive and effective relationships.
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	Ability to anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty and effectively work in a changing environment.

		stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	
Drive for Results	◉ ○ ○ ○ ○	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	Self-starter, constantly looking for ways to improve. Is reliable, works independently, and will seek out guidance when lacking information or where there are competing priorities. Sets goals, reports on progress and takes accountability for areas of responsibility.
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	Genuinely values and learns from others; facilitates open and respectful conflict resolution.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark