

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position Name (30 characters)

Section Administrator

Supervisory Level

Agency (ministry)

011

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:

No changes to responsibilities; information from the job description (dated 2010) was updated and aligned to new job description template.

Responsibilities Removed:

n/a

Job Purpose and Organizational Context

Why the job exists:

Reporting to the CAP Secretariat Director, this position plays an integral role in the responsibilities and daily operations of the CAP Secretariat Section. This position provides critical support through a wide range of complex administrative duties to ensure delivery of quality administrative processes and contributes to the overall success of the Section and the broader Policy, Strategy and Intergovernmental Relations Branch.

Given the scope and magnitude of the programs, policies, and activities covered by the Section, this position responds to a multitude of stakeholders both internally and externally to provide a variety of services including:

- Scheduling internal Sustainable CAP and/or next policy framework governance meetings.
- Coordinate the assembly of electronic and/or hard copy briefing binders for FPT Minister, Deputy Minister, and Assistant Deputy Minister meetings.
- Completing forms required by finance and executive leadership.
- Understanding administrative processes/functions within GoA systems (i.e. 1GX, BERNIE, ARTS).
- Developing regular detailed financial forecasts and coordinating the review of the monthly forecast for the Section and the relevant Sustainable CAP cost centers.
- Receiving, verifying, and processing invoices for supplies and services procured by the Section.
- Preparation, monitoring, and management of the Sections records.
- Ordering, tracking and properly surplus GoA devices and IT assets for the Section.
- Providing cover-off support or surge capacity within the Policy, Strategy and Intergovernmental Relations Branch's administrative team.

Given the nature of some projects and activities that this position will be involved with, at specific times during the year, the operational requirements of the position do not support working from home or alternative working arrangements as the individual needs to be on-site to complete their responsibilities. For example, the assembly of the briefing binders for the annual conference of the federal, provincial and territorial (FPT) Ministers of Agriculture which normally occurs in mid-July.

Responsibilities

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

1. Issues Management - Action Requests (ARs) and Briefings
 - Responsible for the coordination and processing of ARs, tracking documents and ad hoc briefing requests.
 - Provide research information, assign ARs to and liaise with members of the Section.
 - Process the draft received, from the members of the Section, and review for format, grammar, and style.
 - Implement and maintain a 'Bring Forward system' for all due dates; ensures time-lines are met.
 - Provide training to all Section members on AR/ARTS procedures.
 - Ensure all Section members have access to ARTS - coordinate the addition/removal of staff with the Correspondence Unit as needed.
2. General Administrative Support to Director and Section Members
 - Perform all administrative duties for Section including maintaining the e-mail calendar for major events/ vacations, coordinating FOIP request searches, coordinating travel arrangements, coordinating office supply orders, boardroom bookings, preparing meeting packages and note taking.
 - Coordinate the assembly of electronic and/or hard copy briefing binders for FPT Minister, Deputy Minister, and Assistant Deputy Minister meetings.
 - Create and maintain administrative policies, procedures, and 'best practice' processes for the Section.
 - Represent the Section at cross-section/branch/division meetings or on committees relating to department administration processes and issues (i.e. Administrators' Community of Practice).
 - Provide word processing, form, report and spreadsheet development, as well as PowerPoint presentation preparation and composing general correspondence following proper grammar/format protocols, as needed.
 - Provide Action Request Tracking System (ARTS) training/support/and access to new section members.
 - Initiate BERNIE requests to support the needs and functions of the section members, including the addition/

departure of employees and their associated GoA accounts and devices.

- Provide cover-off support or surge capacity within the Policy, Strategy and Intergovernmental Relations Branch's administrative team.

3. Financial Administration

- Receive, verify, and process invoices for equipment and services procured by the Section, including the monthly Telus and Bell invoices.
- Review expense claims prior to their submission to the Director for approval.
- Provide input into the development of the Section's annual budget and ensure the annual budget is loaded correctly.
- Verification of the financial reports and coordinate the review of the monthly forecast for the Section and the relevant Sustainable CAP cost centers.
- Prepare Procurement Card reconciliation and submit for expenditure officer approval within set timelines.

4. Records Management

- Ensure information is readily available and maintained within UCM, TEAMS, SharePoint and other Branch/Section-level file structures/systems.

5. Other

- Actively participate as a member of the Section in strategic planning activities and operational excellence.
- Lead on special projects as assigned by the Director.
- Demonstrate the core values of the Government of Alberta in daily activities.

Problem Solving

Typical problems solved:

This position is required to independently design, implement, and oversee all administrative support systems and processes within the Section, including budget forecasting and monitoring. Consequently, this position has frequent interaction with other department functional units to complete their tasks or find solutions. The efficiency, quality of output and level of customer service provided reflect on the performance of the Section as a whole.

This position participates in special administrative projects, such as: researching policies or administrative processes for management clarity and understanding; and assisting with the organization of larger internal and external meetings or department activities.

Types of guidance available for problem solving:

This position operates independently planning and organizing its daily work. It works within established guidelines and procedures governing financial and administrative processes and must exercise judgement in applying these guidelines to change situations.

Guidance is available from the Director and/or the Section's leadership team when required. Additional guidance may come from the PSIR Branch and/or ADM's administration teams along with the department's central groups (Finance, Correspondence Unit, etc.).

Direct or indirect impacts of decisions:

Decisions impact the accuracy and auditing of the section's financial records, overall records management systems, the timeliness and completeness of responses to ARs, FOIP, external/internal stakeholders and the accommodation needs of the Section staff. The position ensures that the administrative processes of the Section meet changing needs and are conducted in a timely and consistent manner, while delivering on the quality expectations of the Director and senior department leadership.

Key Relationships

Major stakeholders and purpose of interactions:

- Director - daily interaction - coordinating and supporting the administrative functions of the section.
- Section Members - daily interaction - coordinating and supporting the completion of ARs and other task assignments.
- PSIR Administrative Team - as required - to support the administrative functions at the Branch-level to ensure consistent processes and approaches are used across the Sections and to provide cover-off support / surge capacity within the Team.
- ADM Office Administration Team - as required - interactions primarily focused on the preparation and compilation of the briefing binders (electronic and hard copy) for the FPT Minister, DM, and ADM meetings.
- AGI Administrators Community of Practice - as required - to collaborate, build community and share learnings and/or suggested improvements to the administrative processes used across the department.
- Ministerial Correspondence Unit - as required - to maintain accurate and current access to ARTS for the section members.
- AGI / GoA corporate services units - as required - to complete the administrative functions of the section, e.g. forecasting, supply orders, FOIP requests, BERNIE requests, records management, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Required:

- High School Diploma supplemented with a minimum of 3 years of progressively responsible administrative support experience.

Directly related education or experience equivalences will be considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

Assets:

- 2-year diploma in office administration.
- Strong knowledge of records managements (paper and electronic).
- Experience in budget monitoring and financial reconciliation.
- Strong knowledge of software such as Microsoft Office (Outlook, Word, Excel, PowerPoint, Visio) and AdobePro.
- Knowledge of ministry correspondence and Action Request Tracking System (ARTS) program as well as procedures to effectively coordinate action requests within the section.
- Familiarity with GoA administrative systems such as 1GX and BERNIE.

This position requires a results-oriented professional with leadership qualities, bureaucratic and administrative acumen, superior communication skills, and a high degree of flexibility; dependability is essential. The individual must be strategic, creative, dynamic, and detail-oriented. The individual must have a proven ability to work independently, multi-task, prioritize work, meet deadlines and work under pressure. This is not an entry-level position.

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	<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"> • 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 	<p>The Section Administrator looks for improvements in the processes and procedures they administer. The Section Administrator is expected to liaise with other colleagues in the department to identify areas of improvement.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>The Section Administrator is expected to communicate new processes to the Section and oversee their implementation. The Sector Administrator is expected to identify and implement new processes as needed.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>The Section Administrator is expected to build and maintain networks with other administrative staff in the department in order to expand the Section Administrators expertise.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict 	<p>The Section Administrator is expected to communicate clearly and effectively with all team members and other administrators as required.</p>

		resolution • Recognizes and appreciates others	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	The Section Administrator is expected to independently manage time-lines, including input from others, to deliver high quality outputs.

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.

	Date yyyy-mm-dd	Employee Signature
	Date yyyy-mm-dd	Supervisor / Manager Signature
	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name		
	Date yyyy-mm-dd	