

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Administrative Assistant

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Administrative Assistant will provide a range of senior level administrative support functions to the Economic and Fiscal Policy division. This position is responsible for performing a lead role to coordinate the delivery of administrative support services to the divisional staff, and the Assistant Deputy Minister's office as required.

Major responsibilities of this position include, but not limited to:

- Providing confidential administrative assistance and support to the Executive Directors.
- Provides Action Request Tracking System (ARTS) support to the division.
- Providing administrative support for branch staff and may be required to coordinate meetings.

Responsibilities

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

- Provides confidential administrative assistance and support to the Executive Directors and division.
 - Provide administrative support, including calendar management to the Executive Director of the Economic and Revenue Forecasting unit, to the division as required.
 - Provide necessary information and interpretation to the Executive Directors concerning administrative policies and procedures such as claiming travel expenses, p-card management and supply management.
 - Assist with preparing meeting materials for the division which may include making travel arrangements, and preparing expense claims as required.
 - Cross-training with.
 - Provides support for cover-off for executive support for the Assistant Deputy Minister during their absence (illness/vacation) and/or to meet critical deadlines.
- Providing administrative support for general office administration including financial and records management to the division.
 - Supporting staff onboarding and close out (i.e., user transfer requests for the branch.
 - Processing budget expenditures by reviewing expense claims and invoices, verify unit payables and coordinating the appropriate approvals and submission, as necessary.
 - Tracking invoice payments;
 - Secondary liaison with Financial Admin Unit and with legal services finance contact.
 - Supporting branch orientation to new staff by:
 - orienting staff to the floor, supply room, kitchen etc. and giving them a floor map;
 - advising staff of the fire procedures and letting them know where the muster point is;
 - advising staff of the Business Continuity Plan (BCP); and
 - informing staff of the branch drive/SharePoint/1GX/ etc.
 - Complete other administrative duties as required.
- Program support for publications produced by Economic and revenue Forecasting and the Office of Statistics and Information units.
 - Coordinates requests from units to communications for publishing.
 - Complete review of draft publications for spelling, grammar and formatting.
- Provide administrative support for the Action Requests for the Assistant Deputy Minister's office and the Economic and Fiscal Policy division to assist in the timely, accurate completion of Action Requests (AR) and related tasks:
 - Creates, assigns, and tracks actions requests.
 - Edits action requests responses, ensuring they are on the proper template and are formatted correctly.
 - Works directly with the units and ADMO to ensure ARs are returned on time, provided notification of additional information and share relevant information on ARTS.

- Acts as the divisional point of contact with the Ministerial Correspondence Unit for any questions, extension request or redirection of ARs.

Problem Solving

Typical problems solved:

Time management skills are essential as this position supports differing operational units within the Economic and Fiscal Policy division. The role requires the ability to balance diverse and occasionally conflicting priorities of individuals representing a variety of projects and programs.

Ability to communicate effectively is essential (e.g., internal clients, including other units, divisions and ministries as required).

This position requires the ability to independently use diverse software including, but not limited to, Adobe Acrobat, and Microsoft Office (Excel, PowerPoint and Word) and data bases (ARTS, 1GX, OSAR). Supporting others' in their use of software and data bases as well as problem-solving and resolving IT issues.

This position works within the parameters of established department, division, unit policies, processes and procedures.

Types of guidance available for problem solving:

The Issues Manager and Executive Assistant provides general objectives and direction, with this position having considerable latitude to determine priorities on a day-to-day basis. Access can be as needed, with regular scheduled daily check ins, to more in depth weekly / bi-weekly check-ins. Administrative issues or other issues without established policies, processes and guidelines are discussed with the Executive Directors and staff within the division.

Direct or indirect impacts of decisions:

The position operates within the parameters of established ministry and government policies, processes and procedures. Decisions and recommendations made directly impact the effectiveness and efficiency of the Learner Supports branch operations.

Key Relationships

Major stakeholders and purpose of interactions:

This position has ongoing contact with:

- Staff working in the division as well as other operational areas in the ministry.
- Staff in the Executive Director regarding completion of Action Requests and updating of unit/division documents.
- Staff working within the Ministerial Correspondence Unit.

This position also will have contact with staff in the Deputy Minister's Office.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

This position requires:

- well developed written/verbal communication, and proofreading skills, as well as excellent interpersonal skills;
- excellent organizational and time management skills;
- working knowledge and understanding of Alberta Government's branch and department regulations and procedures;

- knowledge of department and branch organization structures;
- skills MS Office (Excel, PowerPoint, Word, Teams, tasks, and SharePoint), Adobe Acrobat, ability to navigate internet sites and SharePoints, ARTs, 1GX, etc.;
- ability to work independently with attention to detail;
- ability to work within a team-based environment; and
- high degree of clarity, professionalism, and initiative.

This position requires a high school diploma and several years of experience including experience with diverse software (word processing, spreadsheets, databases).

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		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Review priorities and current activities of the branch; tracking Action Requests, gathering data, observing patterns and summarizing them for Director and senior leadership.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <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 	<ul style="list-style-type: none"> • Make conscious effort to broaden perspective and thinking. • Develop ideas and approaches to improve efficiency and effectiveness of work routines (e.g, creating tracker to enable data from completed action requests and consultations to be analyzed for trends, emerging shifts, workload, etc.; categorizing emails in a shared mailbox so that they are easy to track and grouped for accountability and assurance of stakeholders).
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: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others 	<ul style="list-style-type: none"> • Utilize most effective software to complete task; proficiency with proofreading and editing; and, providing comprehensive support for

		responsible for results <ul style="list-style-type: none"> • Partners with groups to achieve outcomes • Aims to exceed expectations 	meetings.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> • Remaining calm and positive in changing priorities; • Flexible with changing processes; • Collaborating with and supporting other operational areas when required.