

## New

Ministry

Infrastructure

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Executive 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

CPD - Major Capital Projects - Group B

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

ED, Capital Projects Delivery

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Executive Administrator reports to, and provides administrative support to the Executive Director and Branch. Duties include maintaining meeting schedules, files, correspondence, travel arrangements, expense claims, and e-mails in order to assist the Executive Director in performing their duties professionally and in a timely manner. The incumbent has extensive knowledge of the various areas of Branch business and is exposed to confidential information. Responsible for the flow of information and correspondence between the Executive Director and Assistant Deputy Minister (ADM) and between Executive Director and Branch Directors.

#### Responsibilities

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

##### Administrative Support for Executive Director:

- Schedule and arrange meetings on behalf of Executive Director.
- Organize travel arrangements, including booking flights and accommodations, car rentals, etc.
- Accept meeting requests and arrange logistics (book boardrooms, ordering meals if required, etc.)
- Maintain positive working relationships and contacts with stakeholders and staff in other ministries and within the

department.

- Maintain a Bring Forward system, and follow up on items to ensure timely completion of assignments
- Answer Executive Director's phone line in his absence or while he is in meetings as applicable.
- Compose and type routine correspondence (memos, letters, etc.) for Executive Director's signature as required.
- Open/direct/process Executive Director's mail.
- Manage/maintain/direct Executive Director's email in his absence as applicable.
- Distribute/mail or email correspondence or information items from Executive Director to Directors as requested.
- Provide technical computer assistance when necessary and make all arrangements for IT involvement with any technical issues.
- Prepare expense claims for Executive Director.
- Prepare hosting requests for Executive Director.
- Review and proofread all incoming correspondence for Executive Director signature, ensuring grammatical and formatting accuracy. Return to program areas for any necessary revisions.
- Prepare agenda for and take and distribute minutes for Management Team Meetings (MTM).
- Prepare agenda and distribute minutes for Joint Operations Meetings with Education.
- Liaise with ADM and DM offices, along with other branches in the ministry. Maintain relationships and contacts outside of the branch. Action any requests to the department from ADM or DM offices as requested/required.
- Prepare membership renewals.
- Process and complete any forms for Executive Director as necessary.
- Photocopy, fax and scan as necessary.
- Maintain filing system for correspondence relating to Executive Director's office, including committee/meeting files and archive records according to established records management procedures.
- Process payment vouchers and reconcile monthly expenditure reports for Executive Director's office expenses.
- Other duties as required.

#### **Action Requests:**

- Review responses and ministerial briefings for formatting and accuracy according to the Ministerial Style Guide once submitted by Action Request Tracking System (ARTS) Coordinator.
- Edit/make note of any grammatical, spelling, formatting and style errors.
- Ensure Executive Director sign-off and revisions for Action Requests (AR)s are coordinated with ARTS Coordinator.
- Liaison with ADM's office for any AR issues or changes in procedures.

#### **Human Resources:**

- Manage administrative workloads within branch.
- Train/coach administrative staff on all job responsibilities.
- Ensure administrative staff have cover-off for holidays/courses.
- Write job descriptions, job postings and interviews for new hires.
- Complete/process/track staffing requests.
- Liaise with HR staff on any HR-related issues or questions.

#### **Finance:**

- Administer and oversee the administrative duties pertaining to 7001 Reconciliations, EPS and ARI reporting and invoicing across the branch. Administer and coordinate fiscal year-end operational financial obligations.

#### **Branch/Division Support:**

- Assist in organizing Branch planning sessions.
- Coordinate Executive Director sign-off on all forms and documentation as necessary.
- Liaise with ADM and DMs offices on behalf of branch as required. Facilitate a flow of communication/ information between Branch units.
- Provide cover-off to Program Coordinator in their absence.
- Organize and plan any internal recognition celebrations.
- Maintain a procurement card for the office in accordance with GoA policies, including making and reconciling all purchases on a monthly basis.
- Provide guidance and advice to staff on various items (i.e. specific forms to complete, contact information, issue specific items, process related questions, etc.)

- Provide assistance to incoming calls from stakeholders and redirect them to appropriate branch staff for further guidance.
- Ensure accurate and timely review and release of Expense Claims from staff to Executive Director for signature and approval.
- Carry out year-end procedures as requested by Division.

## Problem Solving

Typical problems solved:

Position provides a main contact for Minister, DM and ADM offices for requests and inquiries to be carried out through the branch in Executive Director's absence and/or as necessary. Position responsibilities directly affect Executive Director, branch, division, and Minister's Office.

Types of guidance available for problem solving:

Executive Director and Assistant Deputy Minister staff can assist to resolve problems.

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

Main points of contact are Executive Director, program area Directors, Administrative, Branch and Ministry staff including ADM and DM offices.

## Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	
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"><li>• Takes opportunities to improve work processes</li><li>• Anticipates and adjusts behaviour to change</li><li>• Remains optimistic, calm and composed in stressful situations</li><li>• Seeks advice and support to change appropriately</li><li>• Works creatively within guidelines</li></ul>	
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**Benchmarks**

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

015AS08 Health Office Administrator
A15AS01 Culture and Tourism Senior Secretary