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| Working Title Administrative Coordinator | Name |
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| Position Number | Reports to Position No., Class & Level Executive Director | Division, Branch/Unit Open Government, Information Access and Protection | Ministry Service Alberta |
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| Present Class | Requested Class |
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| Dept ID | Program Code | Project Code (if applicable) |
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

This position is the Assistant to the Executive Director (ED) and provides a wide variety of complex administrative support to the branch. Responsibilities include: reviewing and drafting material for the ED's office (briefing notes, action requests, reports, memos, letters, etc.); coordinating divisional reports/initiatives on behalf of the ED, which requires interacting with divisional staff, Departmental senior management and project team members; ensuring flow of information/correspondence between the office of the ED and other areas both within, and external to the division; and preparing the consolidated divisional budget and financial reports for ED approval. Also, strong organizational skills are required for coordination of administrative requirements for the Branch, organizing appointments, travel arrangements, meetings, setting priorities and ensuring deadlines are met and establishing and maintaining the divisions filing system.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Administrative and office management services are provided to ensure the ED's office operates in an effective and efficient manner.

- Identifies administrative issues with potential to impact the office, developing and recommending solutions and action to address issues.
- Ensures highly confidential and politically sensitive materials and information flowing through the office are managed effectively, anticipating and resolving issues or proposing solutions prior to bringing them to the attention of the ED.
- Makes decisions and initiates activities regarding day-to-day administrative operations and workflow requirements
- Uses judgement and knowledge of Branch issues, priorities and relationships to manage the ED's calendar or refer requests for meetings to appropriate Branch representatives.
- Coordinates and arranges meetings and appointments, ensuring appropriate background information and materials are available.
- Prepares and distributes agendas and materials for Branch management meetings, participating in the meetings and following up on administrative assignments.
- Utilizes an internal tracking process to assign tasks to staff on behalf of the ED and follows up to promote timely responses and completion.
- Review, assess, and track correspondence directed to and from the ED, monitors Branch correspondence and information flow; identifies emerging or significant issues for the ED's attention; and/or obtains briefing material from appropriate sources.
- Forwards correspondence to appropriate area of the Branch for information, draft reply, and/or comments; tracks status of replies and actions.
- Composes and formats correspondence and responses for the ED's signature on own initiative or according to general instructions; composes replies to routine enquiries and drafts administrative correspondence.
- Receive and review HR documents (Staffing requests, job descriptions, reclassification requests) to ensure they are completed appropriately, obtain appropriate approvals and forward to ADM's office for review and approval and furtherance as required.
- Maintains filing and bring forward systems.
- Coordinates travel and accommodation arrangements for the ED.
- Prepares and assembles materials for presentations and other sessions, ensuring relevant information is effectively compiled and organized

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2. Ministerial and Deputy Minister action requests and branch briefings are coordinated and administered to ensure responses are addressed and provided in a timely manner.

- Coordinates Branch responses to action requests to ensure accurate, high quality and timely responses consistent with relevant Government and Ministry policies and procedures.
- Gathers information from various sources and researches background material prior to assigning action requests to appropriate unit; ensuring actions required and deadlines are clearly communicated; provides follow-up and reminder functions to promote timely delivery of draft responses.
- Tracks and monitors status of responses and briefings using Action Request Tracking System (ARTS) software.
- Reviews completed drafts for accuracy and completeness prior to forwarding to the ED for review and approval; submits approved action request responses to the ADM's office within established deadlines.
- Ensures that copies of approved and completed correspondence are returned to the appropriate areas for filing.
- Provides coverage for ADM's office as required, including assignment of ARTS requests to appropriate branches and ensuring that actions required and deadlines are clearly communicated.
- Maintains excellent working relationship with the Minister and Deputy Minister offices in relation to ARTS- Disseminates information pertaining to procedures and formatting to ARTS users in the Branch.
- Completes search / look up functions on ARTS to support Branch research requirements.
- Provides assistance in preparing all packages for MO once MCU signs off post all DMO revisions.

3. Financial Administration – prepares budget and forecasts, monitor expenditures, generate accurate financial reports. The purpose is to provide timely and accurate financial information to assist the Director in operating within budget allocations and identifying possible spending pressures for review and decision making.

- Analyze expenditures and provide status reports, alerts and recommendations on financial projections and adjustments. Coordinates the preparation and consolidation of the fiscal year budget for the division. Liaise with the departmental budget coordinator to ensure specific standards are met.
- Review and process contract and non-contract invoices for payments in accordance with established financial guidelines.
- Liaise with vendors or finance staff to resolve any inconsistencies or anomalies.
- Administers a computerized Budget Plan for the ED's forecast. Prepares and adjusts monthly plan sheets, generates a monthly forecast and variance reports, identifies and provides rationale to account code surpluses / deficit, or changes in level of service. Analyzes financial reports and pending system, confirms accuracy of expenditure transactions, adjusts for discrepancies, reconciles expenditures to departmental payment records, project year-end expenditures and accruals and identifies potential surplus/deficit funds.
- Track daily expenditures as well as monitoring payments on all contracts within the division in order to prepare the monthly forecasts in an accurate manner.
- Monitors and retrieves and analyzes data from various systems; IMAGIS Financial/HRMS, Electronic Payment System (EPS), Contract Management System, to determine accuracy of expenditures coding, making necessary corrections and recommending transfer of expenditure transactions.
- Prepare/review expense claims in Exclaim, prior to ED's authorization, to ensure correct coding/charges.

4. Contract Administration: Prepare and administer all contract documents, amendments and extensions to ensure compliance with approved contracting policy, signing authorities' matrix and established government policies and procedures.

- RFP/RFQ development, Alberta Purchasing Connection (APC) posting, and proposal evaluation.
- Interpret established contracts for the purposes of payment as well as adherence by the contractor to the terms of the contract. Review, process and code all invoices for payment ensuring payments are made within financial guidelines.
- Ensure all contract documents are prepared prior to contract expiry dates.
- Input all required contract information into the electronic Contract Management System.
- Research and compile historical cost data for contracts to prepare summaries.

5. Supplies and Office Equipment

- Responsible for processing orders for supplies for MCU, Access and Privacy, and FOIP and Legislative Services.
- Maintains all office equipment (faxes and photocopiers) and coordinates maintenance and service calls as required.
- Orders supplies for office equipment as required.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see **Section 2.4**).

The Administrative Coordinator needs to be familiar with the Division's business functions, organization, staff members and issues to support the ED through the coordination of a broad range of administrative and operational responsibilities.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see **Section 2.4**).

This position works with minimal supervision in a fast paced environment and interacts significantly with senior Branch, division and ministry representatives. The Administrative Coordinator impacts the Branch through the streamlining of information flow with and beyond the ED's office, including the offices of the Minister, Deputy Minister and Assistant Deputy Minister. Failure to successfully perform responsibilities can result in errors and delays in responses to Ministerial and Deputy Minister's action requests and adversely affect operations of the offices of the ED and Assistant Deputy Minister.

The Administrative Coordinator relays information and directions throughout the Branch on behalf of the ED, coordinating processes and information. This position also coordinates information flow between the ED's office and those of key stakeholders, requiring sensitivity to the diverse interests of stakeholders and the availability to balance the occasionally conflicting priorities of individuals representing a variety of programs and issues.

Creativity, analytical and problem solving skills are required to support the ED with the delivery of branch accountabilities. The volume, complexity, and diversity of issues dealt with require a high level of independence, initiative and critical thinking. The Administrative Coordinator will exercise considerable independence and decision-making authority in relation to the operations of the office to be the branch expert for ministry and government policies pertaining to human resource and financial administration. This requires an in-depth knowledge and understanding of related processes, systems and protocols and the ability to quickly research issues and precedents.

Excellent judgement and respect for confidentiality of information is critical, given that decisions and recommendations directly impact the operation of the ED's office and define many of the branch's operational and information coordination processes. In addition, this position is involved with financial forecasting and has access to confidential salary and other privileged information. The Administrative Coordinator also plans and organizes workshops, consultations, and other stakeholder initiatives and works with Branch staff in developing associated materials and presentations, responsibilities that require significant attention to detail and sensitivity to working relationships.

Identifying administrative issues and recommending new and improved administrative solutions and standards pose challenges in terms of influencing decisions and obtaining consensus and commitment from all areas of the Branch. The Administrative Coordinator works closely with the ADM office and Branch representatives to establish new administrative procedures and resolve general administrative and operational issues.

This positions works within the parameters of established ministry and government policies, processes, and procedures. The ED sets general objectives for the position; however the Administrative Coordinator has considerable latitude and independence to determine areas of focus and priorities. This position exercises initiative and authority to ensure effective systems and processes are developed to meet the administrative and operational requirements of the ED and the Branch.

Work is normally reviewed on completion for achievement of results and implications of decisions or recommendations. The ability to meet objectives in a professional, pro-active fashion and in compliance with relevant legislations policies and procedures is essential.

Highly unusual or sensitive situations and issues without established policies, guidelines or precedents are discussed with ED, mainly in terms of solutions and recommendations developed by the Administrative Coordinator to deal with the issues.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Requires in-depth knowledge of:

Ministry and Division organizational structure, mandate, and programs including familiarity with key issues.

Relevant ministry and division business plan goals, objectives and strategies.

Mandates of and relationships to key stakeholders, along with sensitivity to issues faced by stakeholders.

Branch and Division priorities, issues and services to route action requests, obtain information and ensure appropriateness and accuracy of information within correspondence and response.

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Applicable legislation and related regulations.

Applicable ministry and government policies, procedures and guidelines including those pertaining to the delivery of financial, budget and human resources administration and the ministry correspondence and action request programs.

Automated systems and software tools used to carry our responsibilities.

Requires working knowledge of:

Ministry and government web-based financial systems such as the ARTS, IMAGIS, Electronic Payment System, My Agent, Exclaim; thorough knowledge of the operation of business machines and office equipment and the ability to trouble shoot.

Must have highly developed:

Interpersonal skills
Writing and editing skills
Ability to critically analyze issues
Time management and organizational skills
Consultation skills
Research and problem solving skills
Commitment to confidentiality, tact, diplomacy and discretion.

Must be able to:

Interpret financial reports and understand budgetary process.
Forecast budgetary expenditures
Manage complex information flow and assignments
Make decisions and judgements on sensitive, confidential issues
Adapt to changing priorities and demands
Demonstrate sensitivity to the political environment
Function independently
Demonstrate initiative.

Education:

High School Diploma and considerable related experience. Equivalencies considered. Completion of secretarial training would be an asset.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Has regular and ongoing contact with:

The Assistant Deputy Minister's office to respond to information requests, exchange information, and resolve issues.

The Deputy Minister's office to provide and exchange information and coordinate responses to action requests.

Branch and division managers and staff members to provide clarification on assignments and action requests and coordinate responses, follow up on assignments and issues and provide support and information.

Stakeholder and government representatives and the public to exchange information; respond to inquiries; resolve issues

Representatives of ministry human resources, financial services and information technology areas to exchange information and resolve issues.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

No formal supervisory responsibility.