

New

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Branch Administrator

Requested Class

Administrative Support 5

Job Focus

Policy

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:

Reporting to the Executive Director, the Branch Administrator provides administrative and logistics services in support of Branch activities and decision-making processes. In addition, the Branch Administrator acts on behalf of the Executive Director to facilitate effective communications within the Branch/division/department and with external departments, clients and delivery partners. All responsibilities are performed within the context of internal administrative procedural guidelines and within broad objectives as established by the Executive Director. The Branch Administrator may also be asked to support other branches and Executive Directors as needed.

Responsibilities

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

Administrative Support

- The position develops, maintains and provides effective communication within the Branches and Divisions, within the Department, with the Assistant Deputy Minister's (ADMO) office, the Deputy Minister's office (DMO), and with internal and external stakeholders by responding to, or coordinating responses to inquiries and related information requests.
- Reviews incoming correspondence for the Executive Director, coordinates the preparation of responses, and reviews the correspondence once completed for Executive Director sign-off.
- Initiates new action requests upon request of the Executive Director and Assistant Deputy Minister's

office, and manages incoming action requests. Coordination of the requests includes managing the movement of materials between ARTS and SharePoint, delegating to the appropriate staff, searching ARTS for related historic action requests and providing to branch staff for context, tracking deadlines, and quality control (e.g., consistency with Department templates and style guide, grammar, format, etc.) for all documents produced.

- Enters action requests and updates on the tracking system and brings forward on due dates. Tracks outstanding action requests.
- Supports website maintenance and updates as necessary.
- Acts as Administrator for SharePoint sites, ensuring content is appropriate and correct; ensures quality control.
- Liaise with Accommodations on facility-related issues such as office moves or set-up and facility issues in both Edmonton and Calgary.

Human Resource and Financial Management, Budget and Expenditure Monitoring

- Liaise with Human Resources regarding administration of onboarding, transfer and termination of staff.
- Reviews and prepares human resource information and forms for Executive Director signature, and supports branch management in completion of same.
- Codes and tracks accounts payable invoices to ensure efficient and timely payment.
- Prepares and monitors budgets, including forecasting expenses, tracking expenditures, and preparing variance reports. Reviews financial reports, invoices and approval forms for completeness, accuracy, and appropriate signatures.
- Review Electronic Payment System (EPS) to reconcile billings from telephone and Internet providers for reconciliation.
- Review and reconcile invoices.
- Assists in preparation of branch contracts, as well as managing contract payments in the Contract Management System (CMS). Assists in monitoring contract expenditures to ensure they are within the scope of the contract and in accordance with financial policies and procedures.
- Liaise with budget administrators in other units, Financial Services and Human Resources to obtain clarification and provide accurate information. Tracks and monitors expenditures, reviews and resolves discrepancies, arranges for transfers to address any coding errors or incorrect charges. Collects and compiles financial information required at the functional level and rolls up to the branch level for Executive Director approval/sign-off and submission to Finance.
- Prepares requests for travel for the Executive Director, manages preparation of Executive Director expense claims, ensuring adherence to governing financial policies and procedures. Supports branch in the preparation of staff expense claims in 1GX.
- Reconcile branch procurement card expenditures using 1GX to reconcile correct amounts.
- Reviews and processes branch staff expenses claims in 1GX.
- Maintains an inventory and budget of all training and development requests at the branch level. Monitors and processes payments related to training and development for the branch. Prepares training approval forms for the Executive Director. Supports branch in preparation of staff training forms.
- Review as required appropriate expenditure officer approvals for timesheets/ time entry assistance.
- Processes payments related to procurement card expenditures and supply purchases.
- Assists the Executive Director with monthly expenditure disclosure.

Review attractive assets listing and prepare annual update as required by financial services unit.

- Updates and maintains organizational charts for branch for uploading into Intranet.
- Works with branch as a central point for all 1GX related inquiries and works closely with Service Alberta to ensure accuracy.

Calendar/Scheduling

- Administers Executive Director's itinerary. Schedules appointments that include determining priority of conflicting events and adjusting schedule as appropriate. Coordinates activities related to the Executive Director's schedule; screens meeting requests, redirects requests where appropriate; and prioritizes meetings.
- Prepares meeting packages for the Executive Director ensuring related background material is available, and sends out meeting agendas.
- Prepares travel arrangements: book flights, hotel arrangements, car rentals, and obtains necessary approvals.

· Scheduling and the set-up of conference and video conference calls when required.

Record and File Management

- Establishes working files for the Executive Director. Maintains the Executive Director's filing system according to professional standards for creation through to archives or destruction of files.
- Assists with the coordination and storage of files with Central Records through prescribed guidelines.
- Search electronic and paper records, reports, files, etc., to find information as required.
- Responding to FOIP requests that include searching electronic and paper files. Supports Executive Director in delivering responsive records to FOIP requests. Manages branch responses to FOIP requests, including provision of direction to and collecting responses from staff members.

Office Automation/Procedural Changes

- In consultation with other Senior Executive Support and other divisional and/or departmental support staff, develops or enhances procedures for administrative processes.
- Provides direction and guidance to other administrative support staff in the branch, division and/or department related to responding to questions related to processes, procedures, etc.
- Reviews environmental conditions and equipment changes to assist with the effective operation of the Executive Director's Office. Manage and review inventory of office supplies and special order placement.
- Creating and updating branch distribution lists as required.

Other Administrative Support Responsibilities

- Invoice coding and processing.
- Coordinates telephone and walk-in inquiries including department officials, officials of other government departments, agencies, boards and commissions, vendors, stakeholders and the general public.
- Facilitates staff moves for the Division and coordinates with Energy Accommodations.
- When required, coverage of the Executive Assistant's desk in the ADM office.
- At the request of the Executive Director, participates in special projects e.g. researching financial policies or administrative processes for Management clarity and understanding, assists with the organization of meetings, conferences or department celebrations.
- Maintains the branch's stakeholder database and ensures accuracy of information.
- Supports division engagement activities through monitoring of generic in-boxes, booking meeting facilities, and responding to logistics enquiries.

Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Internal Contacts

Position works closely with the branch head(s) and management, and administrative staff from the other department branches and ADM offices. Contact is primarily for the purpose of information exchange with some responsibility for influencing the behaviour of other administrative support staff in the division. Frequent communication with staff from Financial Services, Human Resources, Legal Services, Records Management and FOIP office.

External Contacts

- Stakeholders
- Agencies, Boards and Commissions
- Consultants and Vendors

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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		
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • 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 	understands the branches priorities, tracks them, and ensures they are working with ED to make sure branch is delivering, and on time
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> • 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 	needs to be able to learn linkages between teams on Energy Futures to be able to best assign and enable work

Benchmarks

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