

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Executive Support		Name [REDACTED]	
Position Number [REDACTED]	Reports to Position No. Class & Level [REDACTED]	Division, Branch/Unit System Overview and Strategic Systems Division	Ministry Mental Health and Addiction
Present Class ES2		Requested Class	
Dept ID [REDACTED]	Program Code [REDACTED]	Project Code (if applicable) [REDACTED]	

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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Executive Assistant supports and leads Divisional-planning activities and facilitates the smooth running of the Assistant Deputy Minister's (ADM) office. As first point of contact to the ADM's office, the Executive Assistant represents the office in communicating with staff from the offices of the Minister, Deputy Minister (DM), and other executive offices/divisions, as well as Executive Directors, and senior/executive level external stakeholders. Interaction includes collecting and providing information, coordination and planning of meeting schedules and resolution of any issues at point of contact.

The Executive Assistant is primarily responsible for coordinating and assisting certain aspects of the "information and workflow" within the ADM's Office and to provide secretarial support to the ADM's office. The incumbent must have a high level of understanding of platform commitments for the division, activities occurring in the division and relative priority of these activities. The Executive Assistant is the division's primary contact regarding administrative processes, policies, procedures and best practices and is responsible for ensuring consistency of standards. The position works with a great deal of independence within current legislative requirements (e.g. the *Health Information Act* [HIA]), administrative policies and procedures, including the mandate of the department's business plan as it relates to the ADM's Office. The Executive Assistant also manages issues related to human resources and FOIP, which enables the ADM and Issues Manager (IM) to focus on strategic matters.

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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Correspondence Management:

- Works collaboratively with the IM to identify and resolve issues as they arise.
- Review, track and organize incoming/outgoing correspondence to identify priority items.
- Works collaboratively with the ADM's ARTs Coordinator with the flow and accuracy of the documents assigned to the division through ARTs/ABConnects.
- Responds to requests for information from the Minister/DM/ADM offices and disseminates pertinent information and requests for action promptly to the Executive Directors, IM and/or the ADM.
- Assist with the preparation and review of correspondence on various topics at the ADM's request, including review of format, language, and timelines.
- Maintains an effective "bring-forward" system for assignments, meetings, action requests, and projects to ensure timelines are met.
- Manage FOIP requests and is the division liaison with the FOIP office. Ensures records provided by branches are responsive to the request and submitted within the time frame requested, or coordinates all extensions and clarifications requested within the division.

Calendar/Scheduling:

- Coordinates all activities related to the ADM's very complex schedule. While maintaining the ADM's calendar, the

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incumbent screens meeting requests, redirects requests where appropriate, prioritizes meetings and incorporates all activities to ensure effective arrangements/time management are met. Ensures all documents for Cabinet/Minister meetings are current and accessible electronically to all attendees.

- Coordinates all meetings for the division with the Minister's and the DM's offices. This includes scheduling and the coordination of meeting materials.
- Anticipate issues and resolve or negotiate/propose solutions before bringing forward to the ADM's/IM's attentions.
- Liaise and maintain contacts with staff members from department, other ministries, Alberta Health Services and external stakeholders to schedule meetings.
- Ensure agendas and back-up materials are provided and receive assistance with the reviewing of the materials for ADM's meetings to ensure that all pertinent correspondence is gathered and assembled promptly and that meeting folders are completed prior to ADM's meetings either hardcopy, electronic or both.
- Foster/facilitate/lead relationships within the division, department and external stakeholders.
- Provide cover-off in the DM's office as requested.
- Ensures boardroom and office equipment is working appropriately and troubleshoots when required.

Travel Arrangements (Scheduling/Payment):

- Prepare all department travel request documents and submit for approvals.
- Arranges meetings and conferences including registration, airfare, accommodations and equipment requirements.

Human Resources Management

- Work with HR to maintain up-to-date and accurate information on the allocation/disposition of division staff and FTEs.
- Update divisional organizational charts, telephone list and floor plans monthly.
- Review and track all Staffing Requests/Job Descriptions forwarded for approval.
- Coordinates workspace allocation with the Corporate Services office and ensure workstations, equipment etc. are set up timely and accurately for new staff or relocation of staff.

Secretarial/Administrative:

- Provides word processing/PowerPoint/Visio/Adobe Pro/Excel spreadsheet support as appropriate for the project assigned.
- Provides secretarial assistance to the ADM Office staff. Takes a system approach to improving administrative processes across the division and plan, manage and coordinate such things as workstation allocations and equipment requirements.
- Reviews invoices and a variety of approval forms for completeness, accuracy, and appropriate signatures liaising with the appropriate department contact to ensure administrative processes are followed. Provides ADM with recommendation on final sign-off. Processes all invoices through 1GX system.
- Prepares and processes ADM's expense claims and is assigned as one of the 1GX reviewers for the divisional Directors and Executive Directors expense claims, vacation requests and payroll entries.
- Ensures governing financial policies and procedures are adhered to.
- Analyzes financial reports for the ADM office and alerts officials of potential issues and possible solutions.
- Provides ADM with recommendation on final sign-off.

Mentor the Divisional Administrative Team:

- Chairs a monthly meeting with the divisional administrative team to provide leadership as to the standards expected of the ADM/DM/Minister. The purpose of this meeting is to share information and issues, raise professionalism and provide a mechanism for two-way communication and training and development.

Office Administration/Procedural Changes:

- Provides direction and guidance to Executive support in the division related to troubleshooting regarding document processes and responding to their questions related to procedures, etc. Receiving clarification from DM's Office on questions as needed.

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- Troubleshoots and reviews the condition of equipment and coordinates any changes, to assist with the effective management of the ADM's Office.

Records Management:

- Establishes confidential and working files for ADM and the office.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position provides a wide range of complex and timely administrative support to the ADM Office, including the ADM and IM, and to others in the division and the DM's Office. This position is responsible for developing and/or implementing administrative procedures or business processes that will streamline workflow. This has a direct impact to the branches and the Associate Minister's office. The incumbent works with a great deal of independence in managing the ADM's schedule and flow of information.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Knowledge:

- Sound understanding of the strategic directions and priorities, as well as the processes of the department, government and other key stakeholders.
- Excellent understanding of the division's business, platform commitments, goals and strategies, and relevant policies, legislation and regulations with a high degree of confidentiality.
- Knowledge of political/government structures and process.
- Position requires a good working knowledge of office administrative systems and procedures as well as government policies and procedures. Proven ability to develop and implement practical procedures and systems that reflect best practices.
- Knowledge of ARTS, BERNIE, and 1GX.
- A reviewer of Payroll information entered into 1GX for ADM review/approval.
- Responsible for the Financial Production and Reporting through 1GX including payment process of invoices/pcard, review and addition of vendors, and purchasing for the office.
- This position requires strategic, analytical and conceptual thinking skills, including leadership, team and organizational skills.
- Excellent communication skills, (oral, written and computer literacy) in order to interact with different stakeholders; all levels of government, external stakeholders and the general public.
- An awareness of political sensitivities and of the interests of diverse stakeholders is required in order to manage the ADM's schedule.
- A strong working knowledge of standard office programs, procedures and software (Outlook, Excel, Word, PDF Writer and Visio), as well as legislation governing FOIP, HIA, confidentiality and 1GX is required.
- Independent problem solving related to office administration and meeting schedule deadlines required.
- Typically position requires a high school diploma and minimum of five years of secretarial and administrative experience at a senior level.

Skills:

- Must possess excellent interpersonal and communication skills.
- Good judgement, discretion and well-developed organizational and collaborative skills in order to manage a large volume of tasks.
- High degree of independence, self-motivation and initiative.
- Well-developed team skills.
- Independent problem solving in terms of office administration and meeting scheduling.

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Abilities:

- Ability to handle a heavy workload, competing demands, and sensitive issues.
- Ability to analyze in-coming requests/issues and determine a course of action.
- Ability to interface on any administrative matter with appropriate departmental contact, i.e. ADM's Office, DM's Office, Ministerial Correspondence Unit, Human Resources.
- Ability to maintain confidentiality.
- Ability to handle stress in a positive and professional manner.
- Must possess above average computer skills with a preference for Outlook and MS Office – Word, PowerPoint, Adobe Pro, Visio, Excel, MS Teams and Internet.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Position handles enquiries and complaints from the public and provides assistance where possible. Position has extensive contact with the External Stakeholders, DM's Office, Branch Executive Directors, other divisional and department staff in the exchange of information and scheduling of meetings. This very busy position requires flexibility to accommodate changing priorities and strong management skills.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

