

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

Working Title Assistant to the Executive Director		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Policy and Programs/ Community Response and Programs	Ministry Mental Health and Addiction
Present Class Administrative Support 5		Requested Class Administrative Support 5	
Dept ID	Program Code	Project Code (if applicable)	

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](#)).

Reporting to the Executive Director of the Community Response and Programs, the Assistant to the Executive Director (AED) provides senior administrative support to the Executive Director, Directors and Branch staff. This includes liaising between the Executive Director’s Office, Assistant Deputy’s Office, Chief of Staff Office, other Branch or department units, and external stakeholders. All responsibilities are performed in accordance with legislative, policy, and procedural guidelines applicable to sector services and programs, and objectives established by the Executive Director.

The AED coordinates the flow of information to and from the Branch and oversees the daily administration. This position includes monitoring, tracking and negotiating timelines on tasks, providing advice and direction on Action Requests (ARTS), correspondence, records management, Access to Information (ATI) requests, and providing guidance on the implementation of department administration policies and procedures. This position also maintains Executive Directors calendar, solves meeting conflicts, coordinating briefing materials for meetings, scheduling meetings and appointments, making travel arrangements, providing forecasting and budget information, and complete P-Card/expense claim management in 1GX.

Other responsibilities of the AED are to coordinate Branch administrative needs such as computers, printers, and service requests, onboarding of new employees (forms, requests etc.) coordinating Branch events including booking facilities, arranging hosting, preparing meeting packages and speaking notes. The AED also is the main contact for HR related requests.

As the senior administrative position in the Branch, the incumbent facilitates the delivery of administrative services to the Branch and supervises other administrative positions. A high degree of professionalism, interpersonal skill, coordination, and organization skills are essential to this position.

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](#)).

Provide a high-level administrative support to the Executive Director and Branch Directors.

- Manages all aspects of scheduling for the Executive Director including:
 - Organizes and coordinates meetings and appointments for the Executive Director/Directors/Branch as required including preparation of agendas and supporting materials, researching background information, booking meeting spaces and video conferencing, and taking meeting minutes where required.
 - Liaison with stakeholder groups and other Executive Director colleagues from other Ministries.
 - Significant external stakeholder liaison with senior executives is required, requiring a high degree of professionalism and tact.
- Monitor and track the Branch budget, including preparing the monthly forecast
- Complete and manage confidential HR documentation
- Ensures travel and accommodation arrangements are made and expense accounts are prepared and submitted in 1GX.

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- Review incoming correspondence for Executive Director, prioritizing issues and taking appropriate action (e.g., assigning tasks, composing responses, bringing significant items to Executive Director's attention)
- Manage calls by directing or handling enquiries

Provide administration and office coordination services in accordance with ministry and GOA requirements to support effective and efficient Branch operations.

- Maintain and implement Branch administrative policies and procedures in alignment with department and GoA requirements
- Liaise between Branch and ADM's office or other department or GoA units on varied Branch administration and operations topics
- Service and the Worksite Contact for the Branch
- Create and approve Service Requests for the Branch and at times the Division (e.g., employee set-up or termination; and monitor completion of service requests)
- Liaise with Corporate Services (e.g., Human Resources, Finance) on administration issues (e.g., ensure FT employees have all the required commencement or termination documents and that they are signed and forwarded to the appropriate areas)
- Liaise with Service Alberta regarding access cards, building maintenance, communications (telephones), purchasing, moves, etc.
- Advise staff and respond to questions on a range of administration topics (e.g., vacations, sick leave, benefits, or refer them to the appropriate resource)
- Coordinate space planning and relocations
- Coordinate Branch responses to FOIP requests and AB Connects
- Provides support to the ED/Directors director in preparing and submitting Branch contract/grant forms (FP01's, RFPs, MGL's etc.)
- Coordination and delivery of Branch action requests (AR's/BN's etc.) in ARTS, including ensuring the assignment to appropriate staff members, logging, tracking, adjusting format, and proofreading ARTs submissions
- Assist other areas needing administrative support (e.g., cover-off in ADM office during vacation)
- Coordinates with other Administration in Branch to ensure office supplies, office and furniture requirements
- Maintains sensitive and confidential electronic personnel files.

Administrative Leadership: Supervise the administrative team to provide high-quality supports to Branch operations.

- Liaise between Branch administrative staff and Branch management and/or ADMs Office
- Provide support, advice or direction to administrative staff, adjusting workflows as needed to address Branch priorities
- Provide training and coaching to administrative staff
- Coordinate administrative vacations and / or cover-off and documents time off (1GX coordinator)
- Oversee assignment and tracking of ARs within the Branch to ensure deadlines are met
- Oversee Branch records management in accordance with department and GoA requirements
- Develop and maintain an administrative procedures manual for Branch
- Maintains and updates the internal Branch Visio org chart

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](#)).

The Assistant to the Executive Director's responsibilities in this position impact the ongoing operations and achievements of Branch through provision of multiple administrative supports to the Executive Director, business administration / operational supports provided to the Branch, and supervision of Branch administrative staff. This position coordinates information flow between the Executive Director and Branch units, other division and department leaders (e.g., ADMs Office), and external stakeholders. The position works with the Executive Director and Branch management to identify and resolve general administrative issues as they arise so that business operations are supported by efficient administration. Failure to meet these responsibilities could result in missed deadlines and disruption in the work flow.

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](#)).

The Assistant to the Executive Director develops and maintains a positive, professional working relationship with other Branches within the Division, Ministry and other government departments. Close collaboration is needed with Human Resources and Finance. Tact and sensitivity are required in dealing with human resources issues and pay and benefits issues for branch staff. The position functions independently and must determine the most appropriate manner in which to meet organizational objectives and make operational changes to resolve problems and expedite administrative processes. This position must be able to influence others applying sound interpersonal skills and knowledge of the Branch priorities to complete work in required timeframes (which are often short) and within the established department requirements (e.g., ARs, records management). The incumbent can provide interpretation of administrative policy and coaching as needed to any Branch staff (e.g., new administrative staff).

The position will develop administrative procedures for the branch in accordance with policies, effectively communicate the procedures, monitor for compliance, address compliance issues directly with staff or escalate to Directors and/or Executive Director if concerns arise in that process. This position works within the parameters of established ministry and government policies and regulations, processes, and procedures as well as within priorities established by the Executive Director. The position has latitude to determine areas of focus and approach. The Assistant to the Executive Director balances multiple, concurrent priorities and determines how best to complete requests within expected timelines and in accordance with expectations. Issues without established policies, processes, and guidelines or without clear precedent are discussed with the Executive Director, with recommendations made by this position to deal with the situations.

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

- Grade 12 Diploma plus three years of related experience required
- Comprehensive knowledge of government, and department administrative policies, processes, and standards (e.g., ministry style guides, processes related to ARs, financial timelines, records management, hosting policies)
- Knowledge of the business priorities of the Branch to apply to decision-making and prioritization of activities
- Knowledge of the Branch programs and services
- Awareness of legislation governing Access to Information (ATI) and how it applies to Branch information
- Awareness of diverse stakeholder network connected to the Branch and current key issues
- Knowledge of the software tools and automated systems and applications used to carry out responsibilities (i.e. Microsoft Office; Exclaim; ARTS, IGX, relevant web / internet applications, records management)
- Knowledge of the department and GoA supervisory requirements and processes

Skills and Abilities

- Ability to negotiate acceptable solutions to administrative problems as they arise
- Interpersonal and communication skills, including ability to communicate with other staff members, clients, and stakeholders, and to supervise the administrative team
- Strong written communication skills to prepare correspondence, presentations, etc. for a range of audiences and follow up on correspondence as necessary
- Strong organization skills to prioritize and monitor multiple ongoing tasks
- Time management skills, including ability to prioritize multiple functions effectively
- Accurate keyboarding and document formatting skills
- Basic research skills to compile information for projects
- Ability to make decisions independently while considering the consequences and impact on the Executive Director and Branch
- Ability to work independently within general instruction; take initiative and follow through with tasks

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- Ability to maintain a high degree of accuracy in budget management and written work.

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

- Executive Directors - provide administrative supports, provide updates and reports on Branch administrative functions
- Offices of the Assistant Deputy Minister or Deputy Minister - to coordinate schedules, exchange and prepare information; clarify requests
- Corporate services Branches (e.g., HR, Finance) - to provide information, receiving instructions and resolving administrative issues, coordinate corporate functions as needed, liaise on corporate services and responsibilities such as HR and ARTS service requests
- Branch administrative staff– supervise staff and work together to ensure consistent and high-quality services are provided in compliance with current policies, processes and standards; coordinate and lead administrative projects as directed
- Branch management team and staff – share information on behalf of the Executive Director; route information requests as needed; provide guidance on administration as needed
- Stakeholders and the public - respond to enquiries; coordinate meetings; seek information on behalf of Executive Directors as needed
- Vendors – provide instruction on maintenance requests; maintain sector supplies; coordinate provision of goods for hosting purposes

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

The position supervises 1-2 AS4 Administrative Support positions

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](#)).

The description has been updated to reflect the evolution of the new Branch and its units to a functional alignment of work (e.g., planning, strategy/policy development and implementation).

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