

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Executive Assistant supports the Assistant Deputy Minister's Office (ADMO) through provision of information management, administrative, and advisory services, integrating information from a variety of sources to alert the Assistant Deputy Minister (ADM) and Executive Advisor to issues, confirm the status of projects and initiatives, and provide associated solutions and recommendations. This position has a key role in facilitating effective communication within the division and with other areas of the Ministry and government.

This position assists the ADMO with the operational management of the division, including coordinating the completion of action requests and ministerial correspondence; reviewing, assessing, and compiling confidential and sensitive correspondence and documents; and preparing, monitoring, and forecasting the division budget plan. The Executive Assistant liaises with the offices of the Deputy Minister, Minister, and other senior Ministry representatives to manage issues, projects, and work processes so the ADM is informed, prepared, and organized to carry out the business of the division. This position also leads and coordinates projects assigned by the Executive Advisor and ADM.

The Executive Assistant exercises significant decision-making and problem-solving authority to resolve administrative issues related to the delivery of division programs, requiring a thorough understanding of the division mandate, business goals, and priorities. This position briefs the ADM and the management team on administrative issues with potential to impact the division and provides comprehensive information to support operational planning and decision-making.

Reporting to the Executive Advisor, this position functions within applicable legislation, business plans, policies, and guidelines.

Responsibilities

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

1. Budget and financial information associated with the operation of the ADMO and the division is prepared, monitored and reported on in accordance with established legislation, regulations, policies, and directives.

Activities:

- Prepares annual division budget plan with the Executive Advisor for presentation to the ADM and Executive Directors.
- Monitors and analyzes expenditures and cash flows to ensure budget funds are expended as forecasted and targets are met; identifies cost pressures and variances; and prepares quarterly forecasts, including rationale for significant variances.
- Reviews budget reports for accuracy, investigates and corrects discrepancies, and provides budget status and financial reports to ADMO and Executive Directors on a regular basis.
- Reviews and approves invoices and payables for the division, including determining appropriate budget and accounting codes.
- Reviews expense claims for Executive Directors for approval by the ADM.
- Reviews and approves Procurement Card transactions.

2. Administrative and information management functions associated with the effective operation of the ADMO are provided with leadership and coordination.

Activities:

- Manages day-to-day administrative operations and workflow requirements within the ADMO.
- Ensures high volume of highly confidential and politically sensitive information flowing through the ADMO is managed effectively, resolving issues or proposing solutions prior to bringing them to the attention of the Executive Advisor and ADM.
- Manages distribution and tracking of action requests and correspondence received by the ADMO, including assigning ADM requests for action to appropriate areas of division; liaising with senior division representatives to ensure appropriate responses or resolution of issues; and preparing responses on behalf of division or as requested by the Executive Advisor and ADM.
- Reviews correspondence, responses and briefings with significant discretion to ensure consistency with Ministry and division policies and directions, resolving any inconsistencies or issues prior to forwarding to Ministerial Correspondence Unit.
- Ensures Minister and Deputy Minister correspondence guidelines are adhered to within the division.
- Responds to requests for information on behalf of the ADM in a timely and appropriate manner.
- Oversees coordination of the ADM's electronic mail system, calendar, and meeting and travel arrangements, ensuring background materials are prepared and assembled for meetings, presentations, and other sessions.
- Coordinates accommodations, information technology, records management, and office supply requirements for the ADMO.

3. Administrative and operational functions, initiatives, and projects associated with the effective and efficient operation of the Economics and Fiscal Policy division are provided with leadership and coordination.

Activities:

- Identifies administrative issues with potential to impact division operations; recommends solutions and courses of

action to deal with issues (e.g., developing templates for correspondence; advising management team and support team of administrative and operational procedures).

- Plans and coordinates implementation of new and revised Ministry and government administrative policies, programs, and processes within the division.
- Prepares and distributes agendas and related information for Executive Directors meetings; attends meetings, records minutes, and follows up on action items.
- Administers human resources-related activities for the division, including reviewing and approving timesheets as appropriate, liaising with Human Resources, advising ADM and senior division representatives of relevant issues, and coordinating dissemination of information.
- Represents the division and contributes actively to Ministry and government committees as assigned by the Executive Advisor and ADM.
- Supports ADM's participation in cross-ministry and external meetings, including collecting and prioritizing discussion items, preparing and distributing agendas and background materials, and following up on action items.
- Coordinates projects assigned by the offices of the Deputy Minister and Minister through liaison with appropriate areas of the division and Ministry.
- Ensures an Executive Director is available to act in the absence of the Assistant Deputy Minister, as required.

Problem Solving

Typical problems solved:

The Executive Assistant manages the day-to-day administration operations of the ADMO and associated priorities, timelines, and resources. This position provides information coordination and administration services, working with minimal supervision and significant discretion and tact in a fast-paced office environment and interacting continually with senior division, Ministry, and government representatives. In addition to requiring a thorough understanding of the division and Ministry mandates and programs, the Executive Assistant requires an excellent understanding of relevant legislation and policies to review briefings and correspondence and provide associated recommendations and advice.

This position manages and streamlines information flow within and beyond the ADMO, relaying and coordinating information and directions throughout the division. The Executive Assistant is relied on to display sensitivity to the diverse interests of division clients and effectively consults with division, Ministry, and government representatives, balancing the occasionally conflicting priorities of individuals representing a variety of programs and perspectives.

Creativity and analytical and problem solving skills are required to support the ADMO with the delivery of division accountabilities and achievement of goals. The volume, complexity, and diversity of issues dealt with require a high level of independence, initiative, and critical thinking. This position exercises considerable independence and decision-making authority in relation to ensuring the effectiveness and efficiency of division administration operations.

Excellent judgement and respect for confidentiality of information is critical, given that decisions and recommendations impact directly on the operation of the ADMO and define the administrative processes used in the division. In addition, this position represents the division on major projects and manages the introduction of Ministry and government administration initiatives within the division. Identifying administration and operational issues and recommending new and improved solutions, processes, and standards pose challenges in terms of influencing decisions and obtaining consensus and commitment from all areas of the division.

The Executive Assistant works within the parameters of established legislation, regulations, policies, and guidelines. The Executive Advisor and ADM set general objectives for this position; however, the Executive Assistant has considerable latitude and independence to determine areas of focus and priorities. This position exercises initiative to ensure effective administration processes are developed and implemented to meet the business requirements of the ADMO and the division.

Work is normally reviewed on completion for achievement of results and implications of decisions or recommendations. Only highly unusual or extremely sensitive situations are discussed with or referred to the ADM. The Executive Assistant is assessed in terms of ability to meet objectives in a professional manner consistent with relevant legislation, policies, and procedures. Administrative and operational issues without established policies, processes, guidelines, or clear precedent are discussed with the Executive Advisor and/or ADM, typically in terms of solutions and recommendations developed by the Executive Assistant to deal with the issues.

Types of guidance available for problem solving:

The Executive Assistant will be in regular communication with the Executive Advisor as well as the ADM. Both of these roles will provide guidance and support for decisions and problems that the Executive Assistant is asked to address and will provide opportunities for continued growth and skill development.

Direct or indirect impacts of decisions:

The decisions made by the Executive Assistant may have a direct impact on the other members of the ADMO, as well as direct reports to the ADM, and the DMO.

Indirect impacts may reach as far as the entire Division and Ministry, as well as the Albertans served by its programs.

Key Relationships

Major stakeholders and purpose of interactions:

This position has regular and ongoing contact with:

- offices of the Deputy Minister and Minister to exchange and provide information, resolve issues, and provide support
- division Executive Directors and staff members to provide direction on assignments and information requests, coordinate responses to issues, interpret administrative policies and procedures, and exchange information
- Ministry Human Resources, Facilities & Administrative Services, and Financial Services representatives to exchange information, resolve issues and coordinate responses to initiatives and projects
- offices of senior government representatives and the public to exchange information, respond to enquiries, and resolve issues

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

Four years progressively responsible related experience; or equivalent as described below.

Equivalency - Directly related education or experience considered on the basis of:

1 year of education for 1 year of experience; or
1 year of experience for 1 year education

The Executive Assistant requires extensive knowledge and understanding of:

- government, Ministry, and division organizational structures and mandates
- division business plan goals, objectives, priorities and programs to assign requests, obtain information, manage timelines and projects, and ensure appropriateness and consistency of information contained in correspondence and other documents
- key division stakeholders and clients
- applicable policies, procedures, and guidelines pertaining to the delivery of administrative services (e.g., action requests; budget and account codes; expenditure officer, procurement card, and expense claim policies; correspondence guidelines; records management; travel and hosting)
- applicable legislation (e.g., *Government Accountability Act*, *Financial Administration Act*, *Public Service Act* and *Freedom of Information and Protection of Privacy Act*)
- automated systems and software tools used to carry out responsibilities (e.g., Microsoft Outlook, Word, Excel, PowerPoint, InDesign, IMAGIS, Budget Module, ARTS, Exclaim, the internet / intranet)

The Executive Assistant must have highly developed and demonstrated:

- critical thinking skills to recommend viable and effective administration solutions and review and coordinate information for the ADMO and the division
- organizational and time management skills to prioritize activities, issues, and multiple demands
- excellent written and verbal communication skills to ensure the high quality of all documents, submissions, and correspondence originating from the ADMO
- interpersonal, consultation, and conflict resolution skills, including ability to handle sensitive and/or controversial situations and negotiate agreement and commitment to varied administrative processes
- leadership and supervisory skills
- analytical, research, and problem-solving skills
- project planning and management skills
- commitment to confidentiality, tact, diplomacy, client service, teamwork, and continuous improvement

The Executive Assistant must be able to:

- manage complex information flows, assignments, and projects within tight and non-negotiable time frames

- make decisions and judgments on sensitive, confidential issues requiring immediate attention
- adapt to changing priorities and demands of a high volume and often stressful workload
- function independently as well as lead and contribute within a team environment
- demonstrate initiative, flexibility, sound judgement, and creativity

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others 	

		<ul style="list-style-type: none">• Facilitates open and respectful conflict resolution• Recognizes and appreciates others	
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Benchmarks

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

313ES02
311ES01

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

