

## Update

Ministry

Agriculture and Irrigation

### Describe: Basic Job Details

#### Position

Position ID

50001741

Position Name (30 characters)

Section Administrator

Current Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA02

Cost Centre

600167

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant (formerly Katherine Nilson)

#### Organizational Structure

Division, Branch/Unit

TIFS/Export and Investment Branch

☒ Current organizational chart attached?

Supervisor's Position ID

50001853

Supervisor's Position Name (30 characters)

Director, Exp.Dev.& Ind.Grants

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2024-08-02

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to a Director, this position provides a full range of complex administrative services to a senior manager, Branch Administrator and section staff. The job is done independently and functions as an administrative manager for a section composed of managers and specialists located in offices across the province. Responsibilities include: Section operations, financial administration through 1GX, contract

preparation, and direct support to a Senior Manager and section management team. Position is the key contact for the section on Finance, 1GX, Human Resources and Action Request Tracking System (ARTS) tasks. This position requires a high level of confidentiality, initiative and problem solving.

## Responsibilities

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

Section administration and key contact between the section and the department to ensure information management.

- Implements new/revised government and department administrative systems, policies, procedures and processes. Responsible for implementation, modification and maintenance of existing administrative guidelines, policies and procedures.
- Provides leadership, support and guidance to section staff to ensure department and branch policies and procedures are understood and followed.
- Works independently to solve problems and ensure effective delivery of administrative processes for section staff located in offices throughout Alberta.
- Acts as primary liaison for department services (Human Resources, Information Technology, Finance and Communications) and the section.
- Develops, maintains, creates and disposes of administrative and operational files adhering to government regulations, Administrative Records Disposition Authority (ARDA) and FOIP requirements.
- Arranges seminars and meetings including guest speaker arrangements, catering, registration and room arrangements for section activities.
- Assesses internal and external customers' requirements and make referrals to appropriate program, individual or industry partner.
- Facilitates client service via telephone, correspondence, email or in person.

Financial and contract administration to enable operations:

- Completes monthly forecasts for Director approval and monitors the section's operational budget.
- Provides yearly guidance to Director needed for budget development and planning.
- Assists staff with expense claims and provide direction on financial coding.
- Processes invoices in 1GX for approval (Non Purchase Orders and Purchase Orders).
- Submits Actuals Transfer Forms to correct coding errors for the section.
- Reviews all inter-unit transfers and provides direction on coding.
- Pays invoices using GOA Procurement Card and reconciles monthly reports in 1GX.
- Orders and receives numerous items for staff in 1GX (office supplies, business cards, etc.).
- Trains and coaches staff in project financial management and financial processes.
- Key contact for Financial Services, prepares historical data and reports as required using 1GX.
- Extracts monthly phone and vehicle expense reports using the Electronic Payment System (EPS) and Holman Insights for the Director.
- Acts as the section contact with numerous vendors and contractors to review invoices and resolve any discrepancies if such arise.
- Manages financial expenditures, creates and maintains accounting spreadsheets for contracts, grants, Sustainable Canadian Agricultural Partnership (Sustainable CAP) project funds, and other initiative funding for the section.
- Prepares monthly and year-end financial reporting forms.
- Reconciles all section expenditures at month end, verifying charges recorded to that on submitted invoices and expense claims.
- Edits and reviews all Procurement Approval Forms, Business Partner Request Forms, and contracts within the section. Provides direct support to staff on the contract approval and payment process.
- Provides CORES reports for all Alberta-based contractors.
- Submission of Billing Requests to Finance for time-off for AUPE employees.

Applies corporate administration services to empower staff:

- Ensures all Human Resources documentation received for the Director's signature is consistent with the policies and procedures.

- Submits BERNIE tickets for the following requests: GOA account activation for new hires, user transfers and terminations, software and computer hardware requests, mobile devices, shared mailboxes, email distribution lists, IT and IGX issues, etc.
- Completes onboarding tasks in 1GX for all staff.
- Maintains section administrative files in UCM.
- Provides direct assistance in 1GX for management and staff (time entry, acting requests, schedule changes, expense claims, termination/final clearance, etc.).
- Maintains multiple photocopier machines for the section, which includes entering monthly meter reads for billing, ordering toner, and service calls.
- Maintains branch supply room and ensures staff are equipped with necessary office supplies for their roles.
- Surpluses equipment for the section as required using the Online Surplus Sales Information System (OSSI).
- Provides management and administrative services for all major telecommunications services, moves and renovations for section staff.
- Contact for branch vehicle. Duties include outlook calendar management, seasonal maintenance, management of receipts and invoices, monthly odometer reporting in Holman Insights, and reconciliation of monthly vehicle reports with invoices received.

Direct support to Director and Branch Management Team:

- Reviews and edits documents in ARTS (briefings, letters, memos, emails, etc.). Editing includes formatting, grammar and spelling, active voice, adherence to ministerial style guide, and redrafting of bullets to improve general readability. Provides ARTS training and support for all section staff.
- Actively participates on Branch Administration Team, providing input and streamlined procedures for branch staff.
- Makes recommendations to Branch Management Team.
- Acts as a back-up for other Administrators.
- Ensures an accurate timely response to all inquiries, external and internal.
- Advises on staff concerns and issues.
- Researches and recommends 'best administration practices'.

## Problem Solving

Typical problems solved:

- Ensures the overall effectiveness of the administrative operations for a team of managers and staff in offices located across the province.
- Applies relevant financial policies and systems in accordance with Ministry and GOA policies, procedures and guidelines related to financial administration.
- First contact for Corporate Services in the GoA and support services in the Ministry.
- Ensures budget information is reported and accurate section and Sustainable CAP forecasts are completed, which influences fiscal accountability of branch and Sustainable CAP reports.
- Manages and monitors the financial reporting for numerous section and Sustainable CAP cost centers. Facilitates between Financial Services, Branch Administrator and project leaders to ensure procedures are followed and issues resolved.
- Must be up to date and able to apply a wide scope of administrative support functions (Human Resources, Communications, Financial, and Information Technology) to enable program delivery.
- Thorough knowledge of applicable acts, policies, procedures, legislation and relevant programs (ARDA and FOIP).
- Prepares reports for Director approval. Accurate and timely work contributes to the quality of decision making of the Director and Branch Management Team.
- Collaborates with other administrators to exchange information, solve problems and make recommendations for improvements for the Branch Management Team. Creative administrative solutions result in higher staff productivity.
- Works with minimum supervision to complete complex tasks, a combination of tasks or functional activities with an understanding of their relationship to the work of others in the section.

- Prioritizing and meeting multiple deadlines adds complexity to this position.
- Position requires a high level of confidentiality.
- Models GOA values- excellence, integrity, respect and accountability.

Types of guidance available for problem solving:

- Consultation with the Director, Managers, Branch Administrator.
- Procedures, policies, guidelines.
- Consultation with subject matter experts (Finance, Human Resources, Information Technology, Communications, Legal).

Direct or indirect impacts of decisions:

- Directly impacting section and branch administration and application of financial, human resources, IT processes and guidelines.
- Directly impacting the operations of the section and branch.
- Indirectly impacting the service provided to clients and stakeholders

## Key Relationships

Major stakeholders and purpose of interactions:

- Branch Administrator - Daily
- Director - Daily
- Section Managers - Weekly
- Section Staff - Weekly
- 1GX Contacts - Weekly
- Finance - Monthly
- Human Resources - Monthly
- Service Alberta - Monthly

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Other		

If other, specify:

Post-secondary diploma

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

- High School Diploma and four years of related administrative experience or post-secondary diploma supplemented by relevant courses and several years of experience.
- Knowledge of the operations of the agriculture industry coupled with knowledge of the department and government organization in general.
- Advanced knowledge of GOA human resource and financial policies and procedures.
- Knowledge of government financial systems, budgets, revenue collection, contracts and grant administration processes.
- This position requires a high level of confidentiality, initiative and creativity.
- Exceptional interpersonal, listening and communication skills.
- Well-developed organizational and problem solving skills.
- Intermediate accounting skills including budgeting and forecasting.
- High degree of independence, as well as an ability to work as a team player.
- Advanced computer skills in Microsoft Office and Adobe Acrobat, and use of computer programs such as 1GX, EPS, BERNIE, CORES, and ARTS systems.
- Application of specialized skills related to Adobe Acrobat Pro acquired through related educational and/or considerable on the job experience.
- Utilization of data/information processing skills as well as knowledge of the related program area to perform desktop publishing, word processing, collection and compilation of data relevant to area of responsibility as well as create, record, process, manipulate, format, retrieve and print data.
- Must be tactful, diplomatic, flexible and adaptive to change.

## 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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Works independently to solve problems and ensure effective delivery of administrative processes for section staff.</p> <p>Leveraging creative problem solving skills, the Section Administrator can significantly improve section's efficiency and communication.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Effectively navigate and manage change, ensuring smooth operations and maintaining productivity in dynamic environments. Quickly prioritizes tasks, gathers necessary information from various areas, and efficiently compiles reports. Swiftly learning new systems and becomes proficient in its use.</p>
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Focuses on achieving goals, optimizing processes, and ensuring high standards of productivity and quality. Reviews and analyzes current processes to identify inefficiencies. Prepares detailed and accurate budget forecasts and reports</p>
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own</li> </ul>	<p>Apply systems thinking approaches to their job by understanding and addressing the interconnections within the organization, optimizing processes, and anticipating the broader</p>

		work impacts others and vice versa <ul style="list-style-type: none"><li>• Ask questions to understand broader goals</li><li>• Aware of how organization adds value for clients and stakeholders</li></ul>	impact of their actions.
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**Benchmarks**

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

015AS08

**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.

Vacant (formerly Katherine Nilson)

Employee Name

Date yyyy-mm-dd

Employee Signature

Paola Zaragoza

2024-08-13

Paola.Zaragoza Digitally signed by Paola.Zaragoza  
Date: 2024.08.14 08:26:58 -06'00'

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Paola Zaragoza

2024-08-13

Paola.Zaragoza Digitally signed by Paola.Zaragoza  
Date: 2024.08.14 08:27:08 -06'00'

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

Karen Wronko

ADM Name

Date yyyy-mm-dd

ADM Signature