

Working Title

Executive Administrative Assistant

Position Number

Reports to Position
No. Class & Level

Division, Branch/Unit

Ministry

OCCIO, Enterprise IMT Services Sector,
Office of the Executive Lead

Service Alberta

Requested Class

Executive Support 2

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 [Section 2.3](#)).

The Executive Administrative Assistant provides highly responsible senior administrative support services to the Executive Lead of the Enterprise IMT Services Sector. Responsibilities include all aspects of the day-to-day activities within the Executive Lead's office and maintaining the information and workflow within the office. Responsibilities also include a wide range of administrative duties such as: scheduling; drafting, composing and follow-up of correspondence; examining and verifying correspondence and sector responses to information requests for accuracy and conformance with established requirements; and coordination of expense claims and reporting. This position acts as a resource for other administrative staff within the sector by providing advice and assistance on items such as Action Requests and preparing responses to information requests.

This position deals directly with the Senior Assistant Deputy Minister's office; Executive Management; sector staff; staff of other government departments, as well as private sector stakeholders.

This fast paced and complex working environment requires the incumbent to have strong interpersonal skills and demands that the incumbent be extremely well organized and have the ability to exercise good judgement and prioritize tasks.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Provide high-level administrative support to the Executive Lead

- Manage all aspects of the Executive Lead's calendar – schedule meetings, resolve conflicts, compile background information to supplement scheduled meetings, create agenda's and prepare meeting minutes as required.
- Coordinate all travel/function arrangements.
- Prepare Executive Lead's expense claims and review sector staff expense claims and time exceptions requiring Executive Lead approval.
- Maintain confidential files.
- Transmit instructions from Executive Lead to Executive Directors, Administrative Assistants, and other sector staff.
- Organize correspondence for Executive Lead's to review.

2. Coordination of invoices and report reconciliation

- Receive, review, verify, prepare and code invoices to the Executive Lead for EO approval and distribute to accounts payable.
- Receive, review and reconcile monthly Financial and Manpower Reports (Salary Charge Distribution-Wage & Salary, Summary Report by Month with Year-to-date Totals and Detailed Expenditure Report).

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- Generate, retrieve, review and verify monthly Electronic Payment System reports (Telus and Bell).
- Key contact for new and/or changes to communication services.
- Create, review and maintain monthly employee time reports.

3. Other duties

- Route Action Requests and other information requests as appropriate.
- Make decisions and solve problems referred to the Executive Lead's office as well as provide assistance and information as required; screen and answer inquiries on own initiative, refer calls as appropriate.
- Assist other administrative staff in dealing with Action Requests or other information requests routed to division.
- Handle public contacts and provide assistance as necessary, utilizing a wide general knowledge of departmental and governmental activities.
- Maintain and purchase materials and supplies for the office.
- Maintain and update various staff listings and directories.
- Maintain a file system in accordance with the needs of the Executive Lead's office.
- Undertake special projects.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

Position primarily assists the Executive Lead and sector staff, and requires working with a great deal of independence. Position acts as the first point of contact in most cases, requiring very strong communication, organizational and interpersonal skills. This requires a high level of diplomacy, adaptability and flexibility. Ability to develop and maintain effective working relationships with a wide variety of individuals. Good working knowledge of department/division/sector as well as policies, GoA organization, accountabilities and key contacts is essential. A strong understanding of the formal and informal organizational structure is a must. Position must possess a significant degree of ingenuity, creativity and initiative. Frequently performs duties under tight timelines. Provides problem-solving directions.

Although this position does not formally supervise, it provides guidance in the delivery of administrative services to the sector.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Position requires a good working knowledge of office administrative systems and procedure as well as government policies and procedures. Must have strong working knowledge of computer applications including word processing and spreadsheets. This position requires above excellent communication skills, both oral and written, and the strong ability to interact with different positions within government. Independent problem solving is also required as well as the ability to work with little or no direct supervision.

CONTACTS: The main contacts of this position and the purpose of those contacts.

This position interacts daily with the Senior Assistant Deputy Minister's office, sector management team, as well as a wide range of individuals both in and outside of the division providing information on a wide variety of issues and the coordination of efforts. This position is a point of contact across the sector.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

This position does not have supervisory responsibilities.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent job evaluation requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

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.

