

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

Working Title Area Assistant	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Properties, Property Management/ Edmonton Core	Ministry Alberta Infrastructure
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Present Class Administrative Support 5

Cost Centre

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 Area Assistant assists the Director with the efficient operation of the area by establishing administrative priorities and maintaining resources. Overall responsibilities include budget preparation, monitoring and forecasting expenditures, contract administration, coordination and preparation of briefing materials and action requests and managing various area administrative projects as they relate to achieving the objectives as set out in the Department Business Plan. Provides guidance to the Facilities Managers offices, Project Manager and their administrative support staff.

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](#)).

1. Administers financial functions for the area, including budgeting and forecasting for operations, major maintenance, leases and consultants. Provides information to assist managers in making responsible and well informed decisions.
 - Prepares the area fiscal year budgets estimates, for operational, major maintenance, consultant and lease funding.
 - Communicates with managers and staff to clarify and discuss financial discrepancies, spending pressures and revisions.
 - Administers a fiscal budget plan for the Director's office operational forecast. Prepares and adjusts plan, generates a forecast and variance reports, identifies and provides rationale for surpluses/deficits on a monthly basis. Analyzes financial reports, confirms accuracy of expenditure transactions, adjusts discrepancies and reconciles expenditures to payment records.
 - Analyses all expenditure forecasts submitted from Facilities/Project Managers' offices, comparing against payment records and previous forecasts. Prepares a rollup for the area and prepares a summary of significant variances with supporting rationale.
 - Analyses and monitors data from various systems to determine accuracy of coding, clearing suspense items and transferring expenditure transactions.
 - Ensures that financial transactions are accurately and promptly processed.
 - Recommends enhancements and improvements to the budget plan system, as well as other management systems such as Recommended Action Program (RAP) and Facilities and Business Information System (FBIS).
 - In consultation with the Director, recommends reallocation of funds to meet the operational requirements of the Area.

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2. Administers activities within the Director's office to ensure continuity and encourage effective communication.
 - Responds to requests/inquiries from various levels of government departments or the public or prepares information for further action.
 - Reviews incoming correspondence, including ministerial action requests, assigns priority and assists with compiling relevant information.
 - Coordinates and oversees various administrative projects undertaken in the area, identifies necessary resources, develops action plans, establishes goals, completes progress reviews and initiates follow-up.
 - Develops, implements, and maintains systems and procedures to meet the administrative requirements of the area.
 - Evaluates internal branch policies and procedures impacting administrative or financial functions and recommends improvements.
 - Reviews financial and contractual documents for completeness, accuracy and compliance with policies, procedures and regulations such as the Department Authorities Matrix, Contract Renewal Policy, Contract Review Committee Mandate, Consultant Selection and Master Specifications.
 - Area resource to Managers and Assistants on issues regarding department policies, procedures and regulations.
 - Represents the area on various committees as required.
 - Provides administrative input at area management meetings, prepares agenda and minutes. Responsible for chairing administrative support meetings, providing leadership and direction. Attends Area Assistants' meetings, recommending agenda and action items. Discusses and makes decisions on administrative issues to ensure continuity between areas.
 - Implements and maintains records management systems in accordance with the established guidelines.
3. Administers human resource functions to maintain accurate employee and position records and provides information and recommendations for staffing and organizational planning.
 - Acts as a resource to field offices regarding the Master and Subsidiary Agreements, personnel authorities matrix and departmental policies such as banked overtime and vacation accruals.
 - Assists with recruiting to administrative positions by preparing and updating job descriptions, reviewing applications and assisting with interviews.
 - Accesses employee and position records in Human Resources Management System for information verification and reporting.
 - Maintains organizational charts, staff count, vacant position and other ad hoc human resource related reports.

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](#)).

Position ensures efficient and accurate administrative procedures and processes in the area. Coordinates financial, human resource and administration in the Director's office. Works independently and with considerable latitude in making decisions, initiating recommendations, planning and completing work based on the annual cycle of administrative requirements. Creativity and originality are required to evaluate, develop or improve new systems and procedures as job functions evolve, or the needs of the area change, to ensure maximum effectiveness. Primary areas impacted are reporting

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Facilities Managers, Project Managers, Executive Director and Divisional Coordination Branch.

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](#)).

Position requires strong administrative, communication, analytical, organizational, accounting, interpersonal and decision-making skills. Assisting the Director requires sound understanding of objectives, goals and expectations of the department. Requires a comprehensive understanding of current computer software programs and government network systems as well as relevant government procedures.

Requires Grade 12, some business related courses and considerable related experience.

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

Communicates with department representatives in the Executive Director's office, Directors' offices, Facilities Managers' offices, Divisional Coordination Branch, Human Resources, Finance and Property Development to interpret administrative policies and procedures and seek clarification with regard to expenditures and budget variances.

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

N/A

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](#)).

N/A

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.