

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

Working Title Executive Assistant to the Executive Director		Name	
Position Number	Reports to Position No., Class & Level	Division / Branch Finance and Corporate Services / Financial Services	Ministry Jobs, Economy, Trade and Immigration
Present Class		Requested Class	
Cost Center			

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 Financial Services Branch, this position is responsible for supporting the successful and efficient operation of the Branch within the Finance and Corporate Services Division, which includes three teams: Financial Planning, Financial Reporting, and Financial Operations and Procurement.

As an integral member of the Financial Reporting and Operations Branch, the Assistant to the Executive Director works within a dynamic, politically sensitive and client-focused environment to provide a wide breadth and depth of senior level administrative services to support the Executive Director in the management of the branch. The position provides comprehensive administrative support to the Executive Director by preparing background material for executive meetings, calendar management of the Executive Director's schedule, researching information, composing correspondence and facilitating various requests for approval by the Assistant Deputy Minister/Senior Financial Officer, expenditure management of the Executive Director's office, and responding directly to day-to-day administrative inquiries on behalf of the Executive Director. At the request of the Executive Director, the position may carry out routine administrative special projects.

The position ensures the flow and timelines of information requests received from internal and external stakeholders, reviews correspondence, and performs and prioritizes various administrative duties. Responsibilities include assignment of work, timeliness, and quality of all administrative work. The position facilitates the development and maintenance of collaborative partnerships both internally and across the Ministry as well as enhancing relationships with external stakeholders as required. The position is responsible for ensuring all corporate and office administrative needs of the Branch are met and delivered in accordance with current legislation and applicable policies and procedures across the organization.

The position also has responsibility for records and file management and overseeing the Branch's Action Request (AR) process (monitoring, tracking, and negotiating timelines on all Action Requests). The position will be a Workplace Administrator for the Branch.

This position is responsible for providing high level efficient and effective office functions. The work deals with high volumes, high urgency, complex, and politically sensitive issues. This position will be expected to work independently with minimal supervision.

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. Perform Action Request administration as first contact for the Branch.
 - Ensure Action Request administration is carried out according to Ministerial Action Request Guide.
 - Coordinate responses and return to requester ensuring due dates are met.
 - Assign outgoing Action Requests to Executive Director office with routing instructions.

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- Track Progress of outgoing Action Requests in ARTS or with the Executive Director's office.
 - Maintain Action Request records system and update Action Request correspondence templates as required.
2. Calendar management of the Executive Director's schedule.
- Manages and schedules all matters needing Executive Director attention or participation.
 - Schedules and organizes meetings involving senior government officials within the Government of Alberta.
 - Prepares and prioritizes material in advance of meetings and presentations, prepares briefs, agendas, records of decision, and follow-up on action items.
 - Distributes inquiries and appointments to senior managers and monitors tasks for quality and timeliness.
 - Regularly briefs the Executive Director on scheduling matters and priorities.
3. Deliver office administration services for the Branch.
- Compose correspondence and facilitate various requests for approval by the Assistant Deputy Minister/Senior Financial Officer.
 - Organize Branch meetings with internal, interdepartmental, and external partners and stakeholders, and handle all related administration details (facilities, agendas, etc.).
 - Initiate general office supply purchases. Perform market research for major Branch purchases (equipment, etc.).
 - Responsible for pickup and delivery of mail.
 - Maintaining listing of Branch assets.
 - Managing surplus assets for pickup.
 - Maintains Branch organizational charts.
 - Supports management of floor plan and office space arrangements.
 - Regular reporting of staff hybrid schedule to management as applicable.
 - Oversee maintenance of Branch vacation schedule.
 - Support the Branch with IGX and BERNIE administration as necessary.
 - Orient new employees to human resource processes/deadlines.
 - Liaise with Facility Services to ensure facility requests for service are initiated and carried out, accommodation requirements are met (telecommunications, lighting, etc.), and office equipment is kept in good working order.
 - Represent the Branch on operational committees as required (building facilities, etc.).
 - Manage records in accordance with Government of Alberta policies and processes.
 - Supporting responses to requests under the Access to Information Act (ATIA).
 - Produce a variety of documents, presentations, and spreadsheets.
 - Cross train within the Branch to provide cover off.
 - Lead small projects.
4. Expenditure Management of the Executive Director's Office.
- Review/update Branch financial forecasts.
 - Reviews invoices and expense claims submitted to the Executive Director for signature ensuring financial administration is executed in accordance with department financial policies, procedures, and processes.
 - Process accounts payable invoices and related financial activities, as applicable.
 - Generate financial reports (P-Card transaction approvals, invoice/payment listings, etc.).

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 Finance and Corporate Services Division is responsible for the effective and efficient management of the ministry's budget of about \$400 million and staffing complement of approximately 1,200 full-time equivalent (FTE) positions across 8 divisions, the Minister's Office, Associate Minister's Office, Deputy Minister's Office, Alberta Labour Relations Board, and the Appeals Commission for Alberta Workers' Compensation.

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The Financial Services Branch provides support and strategic advice to the Minister, Deputy Minister, Executive Team and ministry. The Branch implements, coordinates and facilitates the delivery of financial activities for the ministry, providing leadership and direction for financial strategies, practices, policies and corporate financial planning, which enables the ministry to meet its business plan objectives and strategies.

The Executive Assistant manages situations where multiple urgent tasks are due simultaneously and will require the ability to multitask, the ability to accomplish tasks under pressure, and excellent organization and time management skills. Guidance is available through the Ministry's network of executive assistants.

As this position is responsible for delivering operational support to all areas within the Branch, it impacts a very large client base. It oversees a variety of complex administrative processes and support systems and identifies problem areas making recommendations for change to Branch management to further enhance or streamline general Branch operations.

The position works with significant independence and makes daily decisions regarding Branch administration functions and deals directly with varied issues referred by all Branch staff. Responsibilities include Executive Director calendar management, liaising with ministry staff and other Government of Alberta departments, and other key administrative areas.

Decisions will impact the ability to meet key deadlines associated with the legislative requirements of the Financial Administration Act, the Sustainable Fiscal Planning and Reporting Act, and Treasury Board direction.

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](#)).

There is no occupational certification specific to this role although a high school diploma supplemented by related business administration courses plus 4 years experience is expected. A diploma or experience in a finance-related field would be an asset. This position requires an active learner, ready to collaborate with and build expertise across the Branch's multiple lines of business.

1. **Office administration** – Serve as the lead administrative contact for the Branch. Create, update, and store clear process and reference documentation, ensuring that staff can successfully access and navigate common government procedures required for the smooth operation of the Branch's work. Book and organize meetings. Maintain historical records, and lead records management activities (including records disposition). Coordinate and support government requests coming from outside the team (e.g. Action requests, ATIA requests, etc.). Serve on operational committees (e.g., building facilities).
 - a. Good working knowledge of office administrative systems and procedures.
 - b. Excellent organizational skills, time management skills, and the ability to analyze, organize, and prioritize in order to handle the diversity and fast pace of the job.
 - c. Excellent knowledge of office software (Word, Excel, Teams, SharePoint, Outlook, and Internet) and proficiency in working with various financial and other systems (1GX, EPS, BERNIE, P-Card, and ARTS).
 - d. Extensive working knowledge of legislation and department/government financial and administrative policies, procedures, processes (Financial Policies, Expenditure Officer Responsibilities, Payroll and Benefits Regulations and Directives, Master Agreement, ATIA, etc.).
 - e. Exemplary interpersonal skills to maintain efficient Branch operation and good working relationships with Branch staff, Assistant Deputy Minister's office, stakeholders, customers/vendors, and staff from other branches, divisions and ministries.
2. **Customer service** – Able to interact knowledgeably and respectfully with the team answer their questions, provide support, help them find the information they need on Government of Alberta administrative tools to ensure their needs are met. This is done over email, phone, and Teams and escalating to subject matter experts, managers, and the director where needed.

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- a. A thorough understanding of Branch interaction/role with other public or private bodies and comprehensive knowledge of Branch projects and products.
- b. Good judgement, and independent decision-making and problem-solving skills to ensure positive outcomes when presented with unforeseen issues and problematic external factors.

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

- Branch Executive Director, Directors, and Managers: reporting
- Branch management and staff: day-to-day Branch operations / collaborative work
- Other Finance and Corporate Services division staff: awareness / support
- SFO/ADM Office: Action Requests, SFO/ADM signature/approval
- DM Office: Action Requests
- Human Resource Business Partner: organizational chart updates, vacancy reports
- Other administrative staff in the Ministry: networking / collaborative work

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

None

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](#)).

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

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 (see Writing Guide [Page 16](#))

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date