

Update

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant to Executive Director

Current Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Properties Division, Realty Services

☐ 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:

This position is responsible for establishing priorities and managing resources to assist the Executive Director in the efficient operation of the Branch. It provides support to the Executive Director by handling day-to-day administration; preparation, forecasting and monitoring the branch budget (\$200 million) as well as representing/assisting the branch on financial and human resources committees and issues; contract administration including reviewing and monitoring of associated documents; coordination and preparation of briefing materials and action requests; supervision of support staff; managing various branch projects and providing support and direction to the Directors and their administrative support staff.

This position ensures that the diverse and essential administrative and operational needs of the Executive Director's office and Realty Services branch are met. It also coordinates and maintains all aspects of a \$200 million budget and manages the human resource requirements of the branch. Failure to meet these responsibilities could lead to difficulties meeting department financial and business goals. This is a highly responsible, senior position working independently with minimal supervision.

Responsibilities

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

1. Maintenance of Branch Budget and Financial Administration

- Prepare, forecast, monitor, consolidate and report summaries for all aspects of the branch budget (\$200 million), as well as provide timely forecast information to the Executive Director and to Finance.
- Review individual expenditure forecasts submitted from Directors' offices comparing against the departmental payment records and previous forecasts. Liaises with Directors and Business Administrators regarding variances, organizational changes or changes in the level of service. Provides justification for significant variances.
- Prepare fiscal year budget estimates for the Executive Director's office budget as well as provide supporting data.
- Administer/monitor an automated Budget Plan for the Executive Director's office budget as well as use this system to consolidate area budgets to the Branch budget. This entails preparation, and identifying and providing rationale to account code surpluses/deficits. Through the analysis of financial reports and pending system maintenance, confirm accuracy of expenditure transaction; adjust for discrepancies; reconcile expenditures to departmental payment records; project year-end expenditures and identify potential surplus/deficit funds.
- Provide support and assistance to business administrative staff with the budget/expenditure process and budget plan system. Make recommendations to Finance for enhancement to the forecasting system.
- Monitor, retrieve and manipulate data from various systems (i.e. FBIS) to determine accuracy of expenditure coding, making necessary corrections via clearing of suspense items, transferring of expenditure historical records and project year-end expenditure accruals.

2. Administration, Management and Coordination of Activities for the Realty Services Branch

- Coordinate all activities within the Executive Director's office ensuring continuity and efficient operation to the satisfaction of the Executive Director.
- Review incoming correspondence and assign priority ensuring all issues are handled promptly and appropriately, which includes the coordination of various responses/requests and directly dealing with correspondence where appropriate.
- Receive ministerial action requests and determine appropriate action. Compile related historical information, reports, statistics and financial documentation in consultation with the Director's offices. Compose responses for general/statistical/financial requests.
- Respond to inquiries/requests from the Minister's office, Deputy Minister's office, Assistant Deputy Minister's office, MLA's, other Divisions, Branches, and Departments requiring researching and assembling of information.
- Respond to public queries/complaints, which involves consulting with various professional or management staff to gather information, compose correspondence and resolve issues.
- Create and maintain systems and procedures to meet the administrative requirements of the branch.
- Review financial and contractual documents submitted from areas to ensure completeness, accuracy and compliance with established policies, procedures and regulations.
- Coordinate, oversee and manage various projects undertaken in the branch, which include compiling resources, developing action plans, establishing goals, completing progress reviews and initiating follow-up.
- Acts as a resource to Directors and Administrative Support on issues regarding departmental policies, procedures and

regulations.

- Provide feedback to Executive Director and other management staff on issues impacting the business function of the branch.
- Represent the branch on various committees when required/requested.
- Evaluate existing processes and systems and implement enhancements.
- Make recommendations where streamlining or restructuring may be required to increase efficiency.
- Attend management meetings, which include preparation of minutes and following up on action items.
- Chair the Branch administrative support meetings providing leadership and overall direction on all administrative issues.
- Supervise Administrative Support staff who provide assistance with general office administration function.

3. Management and Monitoring of Human Resource Issues

- Maintain and co-ordinate human resources administration for the branch.
- Participate in the selection process for all vacant administrative support positions in the Branch.
- Liaises with branch areas regarding the interpretation of Master and Subsidiary Agreements.
- Access information relating to: Master/Subsidiary Agreements, Policies and Procedures for Bargaining, Opted Out and Excluded, and Management employees.
- Maintain accurate employee and position records for the Executive Director's office; also produce reports and gain access to requested information when required.
- Prepare adhoc reports and maintain the Branch organizational charts. Provide updates to the Deputy Minister's office as required.

4. Other duties as assigned by the Executive Director.

Problem Solving

Typical problems solved:

The Executive Assistant to Executive Director must understand complex relationships and facilitate decision-making processes involving, ministry and government representatives and stakeholders; with occasionally conflicting perspectives, requirements, and priorities. Sound critical thinking and judgment is required given the politically sensitive nature of information dealt with. Challenges faced require well-developed and demonstrate analytical, reasoning, evaluation, and problem solving skills. Significant interpretative and critical thinking is required, along with the ability to facilitate decision-making processes involving senior and executive representatives, subject matter experts, and stakeholders.

Types of guidance available for problem solving:

This position works within the parameters of established statutes, policies, directives, guidelines, and business plans. The Executive Assistant to Executive Director is available to clarify and communicate broad goals, objectives, and priorities and provide consultation and guidance. Within these parameters, this position determines approaches to ensuring effective delivery of services, solve issues that may arise, ensure processes are implemented and followed.

Direct or indirect impacts of decisions:

Long-term direction and key priorities for the Realty Services branch are determined by senior ministry and government officials; with relevant legislation, regulations, and policies providing broad parameters for operations. As a member of the Executive Director's team, this position is jointly responsible for contributing to the achievement of relevant branch, division, and ministry goals. The work carried out is complex, politically sensitive, and affected significantly by decisions and priorities established within the Alberta Government and Ministry business plans.

This position helps plan, organize, and manage work associated with the business operational responsibilities/activities of the branch. This position is directly accountable to ensure that all information is accurate, concise, and aligns with the ministry's objectives.

Actions of this position have a direct impact on staff and stakeholders and have a potential for considerable financial, business, and political risk.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Directors (RSB, AMB, PMB, Finance, Comms) - exchanges information daily/weekly; reports on budget and forecast status, discusses issues related to staffing, process improvement, performance measures etc. Interacts with Directors of all Branches to provide critical information to ADMO, DMO, MO, PO.

Executive Assistants/Managers (ADMO, AMB, PMB) - exchange information daily, compiles/distributes reports for hybrid/on-boarding/budget and forecasting/Action Request and status reports weekly/monthly. Also discusses issues related to staffing, process improvement, performance measures etc.

Unit Administrative staff; provides leadership, guidance, training, and supervision; reviews assignments; facilitate collaboration; resolves issues.
 Executive Management, Properties - Provides daily/weekly/monthly information and reporting for strategic decision making, as required.

External:
 Stakeholders and public clients - monitors and exchanges information and designate the correct unit for contact.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Public Administration	

If other, specify:
 A combination of of education and experience will be considered on a 1yr-1yr basis.

Job-specific experience, technical competencies, certification and/or training:
 This position requires a minimum of four years of progressively responsible related administrative experience including budgeting, accounting, contract procedures and supervisory ability. Business courses in accounting, administration, computer operation and/or applicable diploma from a post-secondary institution are required. Strong organizational, communication, interpersonal and decision-making skills are mandatory. A thorough knowledge of the Department's mandate, policies and procedures, including the Government's budgetary processes are necessary.
 A comprehensive understanding of current computer programs such as Microsoft Word, Excel, Visio, PowerPoint, Exclaim, IRS, and ARTS are essential as well an extensive knowledge of the Realty Services program is necessary.

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		
Agility	☐	☒	☐	☐	☐	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Fast paced environment with significant exposure to short deadlines and changing priorities.
Creative Problem Solving	☐	☒	☐	☐	☐	Focuses on continuous improvement and increasing breadth of insight: • 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	Setting priorities and timelines, assists managing branch confidential information and work assignments.

		and perspectives to make choices	
Build Collaborative Environments	☐ ☐ ☒ ☐ ☐	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Creates and maintains working relationships with ADMOs, EDOs and DMO at times. Collaborates with business unit directors to ensure smooth delivery of key priorities.
Drive for Results	☐ ☒ ☐ ☐ ☐	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Ensures branch delivery targets are met and communicates mitigation strategies to ED, Directors and managers. Takes accountability for successes and challenges and develops appropriate improvement and efficiency plans.

Benchmarks

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

Sr. Admin Assistant - EAS 313ES02
Business Manager - 016AS08