

Public (when completed)

Common Government

[Guide](#) [Benchmarks](#) [Competencies](#) [?](#)

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

[?](#)

Supervisory Level

Agency (ministry) code

[?](#)

Cost Centre

[?](#)

Program Code: (enter if required)

[?](#)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

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:

Reporting to the Deputy Chief Firearms Officer (DCFO), the Branch Administrator provides a variety of administrative supports for the ACFO and business administration services for the branch. The role manages the DCFO's schedule and coordinates all signings and approvals. They ensure coordinated and timely responses for Action Requests (ARs) and other correspondence assigned to the Branch, and provides other administrative services essential to effective, efficient operations.

Responsibilities

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

The primary role of the ACFO Branch Administrator is to assist in the coordination and management of the internal ACFO activities and to provide senior administrative assistance to the DCFO and other senior managers. This includes coordinating information flow to ensure issues are addressed and problems are dealt with in a timely manner.

Branch Administration

- Establishes and maintains effective communication and working relationships with Ministry staff to answer questions, coordinate activities, exchange information and resolve administrative issues.
- Maintains supply inventory and purchases supplies and services using a variety of procurement methods including P-Card and web based standing offers.
- Reconciles branch expenditures with financial reports and works to resolve discrepancies.
- Coordinates maintenance requirements and scheduling repairs/updates for office equipment.
- Perform Service Request Coordination (SRC) duties for the ACFO. SRC duties involve coordinating responses and actions related to specific requests for IMT services from ITMS or Service Alberta.
- Serves as a 1GX guide and as the DCFO's WPA.
- Serves as Fleet Manager for ACFO vehicles.
- Coordinates the on-boarding of new staff.

This position, when needed, provides timely strategic administrative support to ADMO and covers-off branch support.

Information Coordination

- Coordinates the DCFO calendar, including scheduling appointments and meetings, prepares relevant meeting material; coordinating arrangements for business travel, working sessions and committee meetings, taking minutes and distributing them to appropriate recipients.
- Coordinates requests for DCFO's approvals and signing of documents (payment requests, contracts, grants, staffing forms, memos, etc.)
- Arranges meeting rooms, food and beverages as appropriate. Ensuring appropriate directives/guidelines for hospitality/working sessions/corporate events are met.
- Reviews correspondence directed to and from the DCFO and Branch Directors, relaying urgent matters to the appropriate Director's attention.
- Prepares documents using word processing and presentation software; formats, edits and finalizes correspondence and supporting documents.
- Creates and/or maintains filing systems and compiles briefing binders for the management team, ADM

office, Deputy and Minister as required. Compiles and distributes up-to-date versions of documents for resource binders, including maintenance of distribution lists.

Action Requests

- Coordinates ACFO responses to ARs and briefing notes for the Assistant Deputy Minister, Deputy Minister and Minister to ensure accurate, high quality and timely responses to requests and inquiries are processed in a manner consistent with relevant Government of Alberta (GoA) and Ministry policies, processes, and procedures.

Problem Solving

Typical problems solved:

The ACFO Branch Administrator will be required to solve problems of an administrative nature, often related to scheduling or ensuring correct information is gathered from suitable sources in appropriate time frames. They are expected to apply creativity, initiative, and originality to their work. Excellent judgment and respect for confidentiality is critical as their decisions directly impact the Branch's operations and reputation. In addition, this position is assigned to special projects requiring research, analysis, and information synthesis to produce reports for the DCFO and other senior or executive level managers.

Types of guidance available for problem solving:

The DCFO sets general objectives for the position, with work typically delegated verbally or in writing by the CFO and DCFO, and on occasion by the Minister's or Deputy Minister's offices. The ACFO Branch Administrator has considerable latitude to determine areas of focus and priorities and can exercise initiative and authority to act for assigned responsibilities. Emergent situations and the demands of the DCFO's schedule necessitate the Branch Administrator apply sound judgment, adapt quickly, and act under minimal guidance and direction. The incumbent will use discretion and acumen when making decisions, and ensure they operate within the parameters of established division and department policies, processes, and procedures as well as within directives established by the Minister, Deputy Minister, CFO and DCFO.

Direct or indirect impacts of decisions:

The ACFO Branch Administrator is relied upon to prioritize issues and workload, with work often performed under pressure of multiple deadlines and tight timelines. Considerable latitude to determine priorities is delegated to this position and work is performed with limited supervision. Decisions and recommendations made by the ACFO Branch Administrator directly impacts the effectiveness and efficiency of ACFO operations, and the allocation of the DCFO's time and availability for meetings and appointments.

Key Relationships

Major stakeholders and purpose of interactions:

Internal to Ministry:

Chief Firearms Officer and Deputy Chief Firearms Officer - daily, to give direction, receive advice, share information, coach, mentor, enhance policy capacity. Assists to resolve operational issues when necessary.

ACFO leadership team - daily, to support activities and assist with tasks.

ACFO staff - daily, to provide support and to assist with tasks. Communication is usually internal to the office and for the purpose of providing information or receiving instructions.

SSII ADMO administrative team - daily, for ARTS and other information coordination purposes.

External to Ministry:
Clients, general public.

Required Education, Experience and Technical Competencies 

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

If other, specify:

Grade 12 diploma (or equivalent) supplemented by several years of related experience.

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

- Skills:
 - o Proficiency in Microsoft Office applications such as Word, Excel, and Outlook
 - o Proficiency in Adobe Acrobat
 - o Proficiency in ARTS and 1GX
 - o Excellent computer skills in order to create spreadsheets and enter data into various programs.
 - o Superior keyboarding skills.
 - o Oral and written communication skills to communicate effectively with offices of government executives and key stakeholders.
 - o Time management skills and the ability to organize and prioritize tasks.
 - o Interpersonal and consultative skills, including ability to handle sensitive and/or difficult situations and negotiate agreement and commitment to action relating to varied processes and assignments
 - o Organizational, administrative, and time management skills, including ability to prioritize multiple responsibilities
 - o Analytical and research skills to develop and recommend viable administrative solutions and compile and summarize information
 - o Supervisory skills
 - o Commitment to confidentiality, tact, and diplomacy
- Knowledge of:
 - o Government financial policies and budget processes.
 - o Government of Alberta records management policies and procedures including the classification and disposition of documents, and file room operations.
 - o Legislation and regulations pertinent to the position (e.g. FOIP)
 - o Sound understanding of the strategic directions and priorities, as well as the processes of the ministry, government and other key stakeholders.
 - o Excellent understanding of the division's business, goals, and strategies and relevant policies, legislation, and regulations.
 - o Knowledge of government and ministry structures, planning processes and requirements.
 - o General knowledge of related ministry/government acts, regulations and policies such as *Financial Administration Act*, *Government Organization Act*, *Freedom of Information Act*, *Fiscal Responsibility Act*, *Government Accountability Act*, *Interpretation Act*, JSG Collective Agreement and Corporate Human Resource Policies.
 - o Human and financial resource management practices, procedures and policies.
- Ability to:
 - o Must be able to achieve and maintain Enhanced Reliability security clearance conducted by the RCMP.
 - o Manage and monitor several tasks at the same time.
 - o Determine priorities in order to meet operational requirements.
 - o Research, gather and prepare information for the CFO, managers and staff within the office as related to administrative matters.

- o Learn new and proprietary software applications
- o Plan and coordinate multiple tasks and projects under time pressures
- o Manage complex information flow and assignments within short time frames
- o Proactively identify concerns, issues, and potential solutions and recommendations relating to responsibilities
- o Initiate action independently using sound judgement
- o Function independently as well as lead and contribute within a team environment
- o Demonstrate initiative, sound judgement, and creativity
- o High degree of professionalism.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other’s perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	Solves administrative issues by breaking them down to smaller components. Problems can range from ordering disruptions, fleet vehicle assignment conflicts, to larger procurement concerns.
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	Understands how to prioritize issues based on level of importance, for example prioritizing AR's or which outstanding invoices need to be paid and by when.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking 	Performs administrative duties and resolves all issues to the best of their ability using information that is at their disposal.

information or multiple priorities
• Operates within APS value system



Benchmarks

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

Office Administrator (015AS08), Facilities Management Assistant (015AS05)

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Remove Signature

Add Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

Remove ADM Signature

Add ADM Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

Remove DM Signature

Add DM Signature

DM Name

Date yyyy-mm-dd

DM Signature