

Update

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Executive Support 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Assisted Living Transformation

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Assistant Deputy Minister

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Administrative Assistant is on the personal staff of the Executive and provides comprehensive administrative support to the Executive Office by: researching information and composing correspondence for the Executive's signature, maintaining the calendar of and scheduling appointments and making travel arrangements for the Executive; preparing, forecasting and monitoring budget and contract expenditures; records and file management; researching and preparing background material for executive meetings; monitoring, tracking and negotiating timelines on all Action Requests (AR's); and responding directly to day-to-day administrative inquiries on behalf of the Executive. Position acts as a resource to other administrative support staff within the division by providing advice and assistance on Action Requests and on writing correspondence. At the request of the ADM the position may carry out routine administrative special projects.

Responsibilities

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

1. Administrative Support.

- Composes memos and letters for the Executive (where precedents exist), and proof-reads prepared correspondence for accuracy, grammar and proper format.
- Reviews signed Minister, Deputy Minister and ADM or equivalent's correspondence and forwards to the appropriate division and/or department for action.

- Directs and guides divisional and/or departmental administrative support staff on form, accuracy and content of correspondence that requires the Minister's, Deputy Minister's or ADM's or equivalent's signature.
- Reviews, tracks and organizes incoming/outgoing correspondence to identify priority items, and responds to requests/complaints.
- Responds to questions regarding ARTS and provides training as required.
- Assigns, reviews, revises, and follows up on Action Requests from Minister, Deputy Minister or ADM or equivalent's offices.
- Researches information from a variety of sources in order to respond to Action Requests.
- Enters action requests and updates on the tracking system and brings forward on due dates.
- Brings unique items to the attention of the Executive.
- Tracks outstanding action requests.

2. Calendar/Scheduling.

- Coordinates activities related to the Executive's schedule; screens meeting requests, redirects requests where appropriate; and prioritizes meetings.
- Prepares meeting packages for the Executive ensuring background related material is available, sends out meeting agendas.
- Arranges all activities related to committee meetings.
- Maintains a "bring-forward" database for assignments, meetings, action requests, and projects to ensure timelines are met.

3. Budget and Expenditure Monitoring.

- Prepares, forecasts, and monitors budgets.
- Reviews financial reports, invoices and approval forms for completeness, accuracy, and appropriate signatures.
- Prepares expense claims and ensures governing financial policies and procedures are adhered to.
- Monitors and processes payments related to training and development for the division.
- Assists the Senior Administrative Assistant in monitoring contract expenditures to ensure they are within the scope of the contract and in accordance with financial policies and procedures.
- Processes payments related to procurement card expenditures and supply purchases.

4. Record and File Management.

- Establishes working files for the Executive.
- Maintains the Executive's filing system according to professional standards for creation through to archives or destruction of files.
- Assists with the coordination and storage of files with Central Records through prescribed guidelines.

5. Office Automation/Procedural Changes.

- In consultation with the Senior Administrative Assistant and other divisional and/or departmental support staff, develops or enhances procedures for control and response to action requests/correspondence.
- Provides direction and guidance to other administrative support staff in the division and/or department related to troubleshooting in ARTS, or responding to questions related to procedures etc.
- Reviews environmental conditions and equipment changes to assist with the effective operation of the Executive's Office.
- At the request of the Executive, participates in special projects e.g. setting up templates for improving tracking of memos and correspondence, assists with the organization of meetings or conferences.

6. Performs other administrative support responsibilities

- Invoice coding and processing.
- Deals with telephone and walk-in inquiries including department officials, officials of other government departments and agencies, and the general public.
- Updates the office procedures manual.

Problem Solving

Typical problems solved:

Position works within prescribed standards governing administrative support services. Secretary is able to make independent decisions on day-to-day operational matters, and is expected to seek assistance where precedents do not exist. The variety of work involved, and the prescribed standards and procedures providing guidance for day-to-day operations.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Position works closely with executive and administrative staff from the ADM, Deputy Minister and/or Minister's offices. Contact is primarily for the purpose of information exchange with some responsibility for influencing the behaviour of other administrative support staff through functional supervision.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

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		
	☐	☐	☐	☐	☐		

Benchmarks

List 1-2 potential comparable Government of Alberta:

312ES01