

## Reclassification

Ministry

Infrastructure

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Administrative Assistant

Current Class

Administrative Support 4

Requested Class

Administrative Support 5

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/Asset Management

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Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Land Planning

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2024-02-13

Responsibilities Added:

1. Real Property Governance Act; administrative assistance for planning assessments
2. Contract/procurement coordination on behalf of planners for surveys, hazardous materials assessments, and other contracted planning documents, project tracking, and invoice reconciliation assistance.
3. Prioritize issues, track timelines, bring urgent matters to the attention of Directors and Managers.
4. Manage OpenText filing system for the work unit.

Responsibilities Removed:

None.

#### Job Purpose and Organizational Context

Why the job exists:

This position supports all day-to-day functions of the Land Planning unit, providing administrative support to its professional planners, ensuring timely and professional delivery of documents including Action Requests, including for Real Property Governance Act surplus property assessments and responses,

Ministerial Consents for Transportation Utility Corridors, Conservation Easement waivers, instructional memos to other work units, and regular correspondence. The position is to obtain quotes and estimates from prospective contractors for land planning procurements, pursue timely replies, review contract documentation, and communicate results to the Planners and Managers requesting the quotes.

The person in this position ensures unit operations are coordinated and prioritized in accordance with senior direction, and communicates regularly with other administrative professionals at both lateral and senior roles.

**Responsibilities**

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

1. Coordinates and administers all Action Requests, Ministerial Consents, and Real Property Governance Assessments for the Land Planning unit.
  - a) Effective use of ARTS database to forward appropriate templates for completion by staff and search ARTS to research the writer's background information.
  - b) Review response documents for completeness, accuracy, formatting, and grammar in compliance with correspondence guidelines; then forward to the Director for sign off and escalation; and file.
  - c) Track status of outstanding AR's and provide notice to staff for review and action.
  - d) Effective administrative support for Real Property Governance Act and Restricted Development Area Regulation processes, language, and required documentation.
  - e) Prepare and review financial and contractual documentation to ensure completeness, accuracy and compliance with policies and procedures. Communicate with professional staff to ensure products and invoices received match scope and cost.
2. Provides administrative support to Land Planning staff to ensure timely and accurate document completion and accurate filing.
  - a) Communicate direction from the Director to staff and follow-up action items.
  - b) Assist Director with calendar, appointments, and manage internal/external stakeholder contacts.
  - c) Coordinate travel and training when required and ensure all written approvals are in place.
  - d) Provide backup support to other administrative assistants in the Branch.
3. Oversees continuity and correctness of the unit's documentation including, particularly for format.
  - a) Ensure document templates are the correct format and make appropriate use of the English language, including tone, grammar, and punctuation.
  - b) Ensure outgoing documents are timely and processed without delay, and track incoming documents.
  - c) Create, compile and update tracking spreadsheets for incoming and outgoing work.
4. Provides personnel support to the unit to ensure compliance with departmental policies/procedures.
  - a) Coordinate and verify the work unit's absence and coverage calendars.
  - b) Assist the Director when required with with job description updates, staffing requests, performance agreements, org charts, code of conduct, required courses, office supply orders, and similar Human Resource requirements.
  - c) Ensure any required forms or documents from Executive Director are completed and submitted.

**Problem Solving**

Typical problems solved:

1. Priority challenges. The position may be faced with competing priorities, particularly from multiple work units and from senior staff. Timelines must be managed, recognizing priorities such as Action Requests, briefing materials, contract documentation, and project status.
2. Must be able to discern the work of the unit, and understand its relationships with other work units, and provide guidance on the appropriate assignment of by collaborating with colleagues.
3. Ensuring accuracy and style compatibility. The position must understand departmental style guidelines and communicate expectations when delivering final products.
4. Ensuring records are managed. Must understand both digital and physical department filing systems and file appropriately, understanding the need to access accurate records in the future.

Types of guidance available for problem solving:

1. Directors and Managers available to discuss or direct what priorities take precedence. Requires excellent collaboration skills with colleagues. Exercise reasonable independent judgment about methods and means for multi-tasking.
2. Staff should begin with department resources online, and historical files. Failing that, asking lateral colleagues before turning to senior staff. A degree of independent judgment is also necessary to recognize when final product may be below expectations.

Direct or indirect impacts of decisions:

Failure to complete tasks in a professional and timely manner could impact the reputation and/or performance of the Department and Minister.

### Key Relationships

Major stakeholders and purpose of interactions:

Routine contact with work unit staff required to assess work requirements. Daily contact with EDO and other Branch administrative staff for coordination and prioritization. Must be collaborative and constantly exchanging information with colleagues. Frequent contact with other branches and GOA staff. Occasional contact with external stakeholders, primarily other departmental staff, consolidated entity staff, municipal staff, and utility and pipeline operational staff. Must develop relationships with administrative staff at contracted bodies such as land survey companies. Periodic contact with conservation easement stewardship staff.

### Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

Certificate or diploma in office administration is an asset. Experience with GOA ARTS is an asset. Awareness of land planning, also possibly through administrative familiarity with real estate, engineering, surveying, or law would be an asset.

### 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"><li>• Asks questions to understand a problem</li><li>• Looks for new ways to improve results and activities</li><li>• Explores different work methods and what made projects successful; shares learning</li><li>• Collects breadth of data and perspectives to make choices</li></ul>	

Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Develops own career and reduces barriers for others: <ul style="list-style-type: none"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify areas of improvement</li> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	
Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Observes and understands larger impact of role:	

		<ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	
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## Benchmarks

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

015AS06 Senior Lease Administrator

015AS01 Senior Secretary

015AS05 Facilities Manager's Assistant