

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

AFRRCS Lease and License Coordinator (previously Contracts Coordinator)

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:

None - changing reporting structure to AFRRCS from AEMA Finance

Responsibilities Removed:

None - changing reporting structure to AFRRCS from AEMA Finance

Job Purpose and Organizational Context

Why the job exists:

The Lease and License Coordinator is a key member of the AFRRCS team responsible for managing all recurring, ongoing agreements that support the day-to-day operations of the Alberta First Responder Radio Communications System (AFRRCS). The primary purpose of this role is to ensure that leases, licenses, and operational service contracts remain current and compliant, with no lapses or expirations. This position safeguards the continuity of AFRRCS operations by tracking, renewing, and administering agreements for site leases, radio frequency licenses, and essential service contracts.

AFRRCS operates a province-wide radio communication network that relies on infrastructure developed during the AFRRCS Project, which included the construction or acquisition of 338 physical sites. These sites house towers, equipment, and system components and are secured through lease agreements or site usage arrangements with property owners, telecommunications providers, and utility companies. The Lease and License Coordinator reports to the Business Relations Advisor and works closely with legal, procurement, finance, and technical teams to manage the full life cycle of operational agreements.

Responsibilities include:

- Tracking and renewing site leases, licenses, and service contracts.
- Drafting and negotiating agreements for ongoing operational needs.
- Coordinating with Procurement and Contract Management to ensure compliance and accuracy.
- Maintaining accurate digital records and supporting financial reporting for lease and license payments.
- Monitoring vendor performance and ensuring timely renewals.

This position is based at the St. Albert Provincial Building, which houses the AFRRCS System Control Centre, technical facilities, and administrative offices. Occasional travel to AFRRCS sites or the Provincial Emergency Coordination Centre may be required.

From time to time this position will provide cover-off for the Project Management Contract & Procurement Coordinator. The position must be available for deployments during emergency response events, standby duties, and emergency response as needed, contributing to operations at the Provincial Emergency Coordination Centre (PECC) when required.

Responsibilities

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

1. Procurement management

- Ensure timely and accurate procurement of goods and services to support AFRRCS operations.
- Act as the primary contact with PSES Procurement for AFRRCS procurement activities related to recurring and ongoing agreements.
- Prepare and submit procurement documentation for materials, supplies, and services, including standing offers and non-standard items.
- Coordinate approvals and submissions in compliance with established procedures.
- Maintain detailed records and tracking spreadsheets for procurement activities.
- Document and update process maps for procurement workflows.
- Ensure all required documentation is obtained and maintained, including land titles, regulatory and environmental reports, permissions, drawings, and authorization forms.
- Work closely with PSES Procurement and PSES Legal to ensure the accuracy and compliance of all contracts, license agreements, and procurement activities.

2. Service contract administration

- Coordinate development, renewal, and amendments of AFRRCS service contracts.

- Monitor contract deliverables and escalate issues to leadership as needed.
- Plan ahead for timely contract renewals and extensions.
- Prepare documentation for amendments and adjustments in collaboration with AEMA Finance.
- Maintain accurate records of all service contracts and related documentation.
- Generate reports on contract status and performance as required.

3. Lease and license management

- Track expiry dates for all leases and licenses; set reminders and maintain renewal cadence.
- Draft, review, and negotiate lease and license agreements in consultation with legal.
- Ensure all required documentation is accurate, complete, and submitted on time.
- Monitor landlord and vendor performance for compliance with agreements.
- Maintain digital records and ensure audit readiness for all agreements.

4. Administrative and operational support

- Coordinate AFRRCS administrative functions to support branch business plans.
- Manage courier and mail services (Canada Post and other providers).
- Establish effective working relationships with internal and external clients.
- Utilize Government of Alberta finance platforms (e.g., 1GX and Ariba) for administrative tasks.
- Participate in Occupational Health and Safety (OH&S) committee activities.
- Provides senior-level administrative support across the organization, including secretariat support for the AFRRCS Partner Committee; a joint body of AFRRCS senior management and high-level first responder partners.

5. Tracking and reporting

- Prepare monthly, quarterly, and annual forecasts for operational agreements.
- Track and report on lease payments, service contract spending, and license fees.
- Maintain accurate payment schedules and ensure timely reporting.

Problem Solving

Typical problems solved:

The Contract Lease and License Administrator plays a critical role in ensuring administrative and contractual processes are completed accurately, efficiently, and in compliance with GoA policies, AEMA Finance protocols, and PSES Procurement procedures. This position requires strong problem-solving skills to manage complex tasks and competing priorities in a dynamic environment.

Key aspects of problem-solving within this role include:

- **Independent decision-making:** The Administrator works with minimal supervision, exercising judgment and initiative to resolve routine issues and maintain operational continuity. For matters that are highly complex, sensitive, or beyond the scope of authority, the Administrator collaborates with the Manager or Director to ensure informed and effective solutions.
- **Prioritization and adaptability:** The role demands the ability to balance multiple responsibilities and occasionally conflicting priorities while consistently meeting tight deadlines. The Administrator anticipates challenges, adapts to evolving requirements, and maintains composure under pressure.

- **Process improvement:** The Administrator demonstrates creativity and strategic thinking by developing and implementing administrative procedures that enhance efficiency and support AFRRCS operations. This includes designing and managing information tracking systems and refining workflows to prevent bottlenecks.
- **Guideline interpretation:** In unusual or complex situations, the Administrator interprets administrative guidelines and applies sound judgment to resolve issues effectively, ensuring compliance and operational integrity.
- **Stakeholder engagement:** Regular interaction with internal and external stakeholders requires strong communication skills and the ability to navigate competing interests professionally. The Administrator uses discretion and diplomacy to manage sensitive matters and maintain positive relationships.
- **Proactive problem-solving:** Beyond day-to-day tasks, the Administrator takes initiative to identify potential risks or inefficiencies and implements solutions that align with organizational goals. This proactive approach ensures that administrative systems remain robust and responsive to changing needs.

Types of guidance available for problem solving:

The incumbent works with a high level of autonomy under the general supervision of the AFRRCS Business Relations Advisor. Additional guidance may be provided by the AFRRCS Business Services Manager when required. Decision-making and problem-solving are governed by established ministry and government policies, procedures, and guidelines related to procurement, finance, and administration, and the incumbent must exercise sound judgment in applying these to various situations. This role is responsible for addressing requests and concerns proactively and thoroughly, maintaining a strong focus on effective, responsive service delivery.

Direct or indirect impacts of decisions:

This position plays a critical role in supporting the operational integrity of AFRRCS by overseeing the tracking and administration of material and supply procurement, as well as the management of service, land, and lease contracts. As these contracts represent legally binding agreements, careful administration helps mitigate the risk of penalties and ensures compliance. Additionally, the timely procurement of essential parts is vital to maintaining the reliability and continuity of AFRRCS, directly contributing to its overall effectiveness and resilience.

Key Relationships

Major stakeholders and purpose of interactions:

This position interacts with a wide variety of internal and external stakeholders/ contacts including:

- AFRRCS Team, including Contract Managers
- AEMA Finance
- User Agencies
- Vendors and Service providers
- PSES Legal
- PSES Procurement

Required Education, Experience and Technical Competencies

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

If other, specify:

Relevant courses, plus 5 years related administrative experience including databases; or equivalent

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

Thorough knowledge of office procedures and software including word processing, spreadsheets, graphics

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"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <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 	<p>This position must access resources, information and technology from other areas and use to analyze issues, resolve problems and improve performance and</p> <p>Looks for feedback and ideas and incorporates into business solutions.</p> <p>Works collaboratively with AFRRCS staff and both internal and external stakeholders.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • 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 	<p>This position will identify alternative approaches or courses of action in unclear and complex situations. Supports other to identify, assess and use alternative approaches.</p> <p>and</p> <p>This position will identify alternative approaches or courses of action in unclear and complex situations. Supports other to identify, assess and use alternative approaches.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>AND</p> <p>Works closely with internal and external stakeholders to provide acceptable solutions to meet business and stakeholder needs while ensuring business and ministry goals are met.</p> <p>Identify and evaluate complex issues impacting stakeholders.</p>
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience 	<p>This position must understand the complexity of issues and strategically align decisions and plans based</p>

		<ul style="list-style-type: none"> • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>on values, outcome and broader program area needs.</p> <p>AND</p> <p>This position must understand the complexity of issues and strategically align decisions and plans based on values, outcome and broader program area needs.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>This position must involve and engage multiple stakeholders at various levels of provincial and municipal governments, non government agencies and contractors to diagnose and coordinate complex procurement and contract processes.</p> <p>AND</p> <p>This position must involve and engage multiple stakeholders at various levels of provincial and municipal governments, non government agencies and contractors to diagnose and coordinate complex procurement and contract processes.</p>

Benchmarks

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

022AN22
022AN21

015AS10 - Program Coordinator
015AS08 - Office Administrator

These two positions outline and are closely related to the type of work this position would involve. They are members of management teams reporting directly to Directors and Management staff and coordinating business functions including tracking of procurement of goods and services, contracts, leases. Further, providing detailed administrative guidance to the entire office in areas of records management and coordinating with various government and non-government agencies.

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

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature