

Public (when completed)

Common Government

## Update

Ministry

Municipal Affairs

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Grant and Contract Admin

Current 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

Tech &amp; Corp Svcs, Warranty, Certification, &amp; Policy



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor, Business Services

Supervisor's Current Class

Administration 1

## Design: Identify Job Duties and Value

## Changes Since Last Reviewed

Date yyyy-mm-dd

2024-01-26

Responsibilities Added:

None. Minor changes to division and org structure.

Responsibilities Removed:

Responsibility for the Ground Search and Rescue (SAR) Training grant was transferred to PSES Ministry along with other government SAR oversight; the Fire Safety Training Program remains with the position.

## Job Purpose and Organizational Context

Why the job exists:

This position assists in the day to day financial administration of the Technical and Corporate Services Division. Specifically, the position administers both annual grant programs and individual grants made by the Division, coordinates procurement activities, prepares reports to aid in contract management and oversight, and provides support and backup for financial transaction processing, including expense and

revenue reconciliations, preparing draft financial reports, and providing administrative cover-off in the division.

## Responsibilities

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

**Outcome 1: Divisional grant programs are administered efficiently and fairly.**

- Preparing Action Requests for the Minister to approve the program and approve grant disbursements.
- Coordinating staff review and evaluation of applications within fiscal year timelines.
- Coordinating grant payment process and ensuring accuracy between amounts awarded and funds disbursed.
- Maintaining all files related to the grant program and updating as needed to ensure information is complete and accurate.
- Tracking deliverables, following up with grant recipients as needed.
- Identifying process improvements and implementing those that are approved.
- Administering grant amendments and overseeing the refund of unused grant amounts.

**Outcome 2: Conditional grants and contracts are delivered and monitored for compliance.**

- Assisting in the preparation of Action Requests for Deputy Minister and Minister approval.
- Developing conditional grant agreements, including verifying legal information for contract.
- Monitoring and tracking progress on deliverables, following up with grant recipients as needed.
- Processing funds disbursements, grant amendments, and refunds of unused grant amounts.

**Outcome 3: Procurement activities in the Division are conducted with transparency and according to best practices.**

- Leading the solicitation process for the Division, ensuring that procurement follows government and ministry guidelines, including the development of workplans to ensure deadlines are met and supporting program areas.
- Contributing to action requests for approval.
- Preparing and maintaining all files relating to contracts, and updating if needed.
- Maintaining a database of contracts for the Division.
- Monitoring and reporting contract activity to ensure terms are adhered to and that payments do not exceed maximum contract amount.

**Outcome 4: The Data Analytics and Business Services Unit provides timely and accurate service to Division and Ministry staff.**

- Preparing year-end accruals for contracts and grants, and processing and tracking payments against accruals.
- Reviewing payment requests and processing invoices to ensure payment is sent in a timely fashion for good and services received.
- Assisting divisional budget coordinator where needed, such as developing revenue forecasts.
- Acting as an additional resource for other financial processes such as revenue reconciliation and accounts receivable.

## Problem Solving

Typical problems solved:

Incumbent develops processes and procedures to achieve the outcomes set out above, with particular focus on reporting and monitoring of contract expenditure and of grant requirements. They are empowered to respond to incoming inquiries and requests. They assist the Supervisor and the Manager with reporting, and act as a subject matter expert in the division.

Types of guidance available for problem solving:

Guidance is available from the Supervisor and the Manager, along with other program staff. Incumbent also receives guidance from ministry finance staff.

Direct or indirect impacts of decisions:

Decisions on how to monitor and report on grant and contract compliance contribute directly to the

Division's adherence to both its policies/best practices and its legal obligations for transparent expenditure of government funds.

## Key Relationships

Major stakeholders and purpose of interactions:

Supervisor, Business Services - day to day activities.

Fire Commissioner - close contact to administer the Fire Safety Training Program grant, including getting approvals for application materials and evaluation guidelines.

Divisional Management - work to define and develop contracts, administer the approval and procurement evaluation process, and report on contract payments.

Ministry Finance staff - respond to requests for information, seek guidance and advice on procurement.

Business Services staff - ensure unit work is being completed, suggest process improvements.

## Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

High School Diploma

If other, specify:

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

Good understanding of accounting principles and concepts to ensure branch financial operations are in compliance. Knowledge of Government of Alberta Financial Policies and Procedures for proper handling of financial information. Strong computer skills and working knowledge of Microsoft 365 environment as well as the government's 1GX system for contract and purchase order management.

## 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>	<p>Reflecting on successes and challenges in annual grant program to suggest changes for the future.</p>
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>Uses common sense and past experience to approach ambiguous problems</li> <li>Prevents emotions from affecting others negatively</li> <li>Looks for information</li> </ul>	<p>Working as part of a team to ensure unit tasks are completed accurately and in a timely fashion.</p> <p>Taking new challenges (eg novel requests from grant applicants/ recipients) in stride, working through options, and suggesting solutions.</p>

		on changes • Open to new ideas and helping co-workers	
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: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Finds ways to improve the services being delivered to internal and external clients, and to find more efficient ways to perform these services (eg contract monitoring - automation vs manual effort).
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: • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports	Working to become a subject matter expert. This position should be a launch pad for future opportunities in financial management within the Alberta Public Service; proactiveness in career development, identifying areas for improvement, and sharing are critical.

### Benchmarks

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

015AS10 - Program Coordinator

015AS03 - Pay and Benefits Administrator

### 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