

Position: **Benchmark Job #247**

Ministry: Various

Working Title: **Manager, Central Support**

Branch: Finance and Administration

Level: Range 27

Location: Victoria

NOC Code: 1221

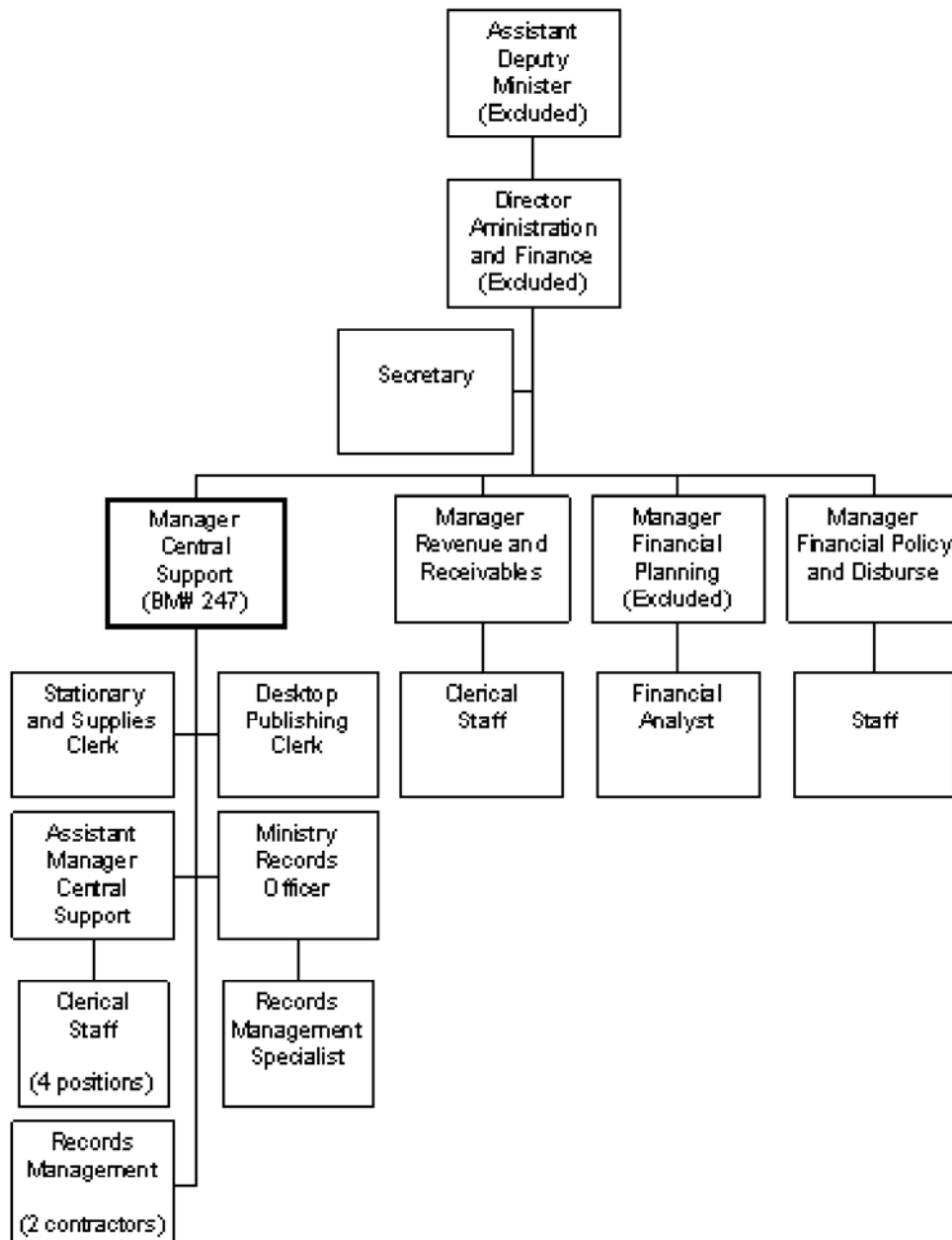
## PRIMARY FUNCTION

To provide facility and administrative management services for a ministry of approximately 400 FTEs in headquarters, regional and district offices.

## JOB DUTIES AND TASKS

1. Provides facilities management
  - a. assesses telecommunication needs within the ministry, prepares cost analysis reports and approves and arranges for installation of telephone equipment
  - b. examines office space needs for headquarters, regional and district offices, including staff safety and security issues; negotiates with BCBC lease renewals and tenant improvement plans and signs BCBC agreements on behalf of the ministry (\$4M annually)
  - c. represents the ministry in meetings with central agencies, such as Treasury Board and the BC Purchasing Commission and other organizations, such as BCBC and BC Telephone
  - d. coordinates development of the ministry's business continuation and disaster recover plans
  - e. participates, as a member of a Committee, in the development of security precautions and emergency preparedness plans relating to facilities and all ministry personnel
2. Exercises monetary responsibility for annual budget of \$6-7M for facilities and rental services
  - a. assesses costs for facilities and central services by ministry cost centre; prepares annual budget
  - b. exercises spending authority to \$10,000 per transaction in the purchase of materials and supplies, to \$20,000 per transaction for service contracts and full authority for Queen's Printer and BCBC expenditures
  - c. develops operating policies and budgetary measures for the procurement of physical assets
  - d. assesses photocopier requirements for the ministry and exercises spending authority on monthly charges
  - e. controls the purchase of stationery supplies for the ministry, ministry printing operations and postal services
  - f. plans and provides desktop publishing services
3. Establishes, operates and maintains an asset control system for the ministry
  - a. prepares annual inventory reports, conducts spot checks on inventory through surveys and personal inspections and develops procedures to record, count, verify and safeguard assets
  - b. develops procedures to depreciate assets to comply with the province's capitalization of capital assets policy
  - c. establishes criteria for the life-span evaluation, disposal and replacement of physical assets

- d. manages vehicle fleet for the ministry, including preparing budgets for vehicle management, monitoring credit card usage, preparing annual vehicle fleet plan and ensuring vehicles are repaired or replaced
- 4. Develops the ministry wide records management program
  - a. plans, develops and implements ministry-wide records filing systems to meet operational needs of the ministry and related boards and commissions
  - b. determines Freedom of Information requirements under the Act
- 5. Supervises central services staff (9 FTEs)
  - a. supervises staff, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. conducts formal appraisals of work performance



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the theory of administration to plan the delivery of facility and administrative management services for a ministry of approximately 400 FTEs.</p>	H	280
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to manage the provision of facility and administrative management services throughout the ministry, such as ministry records, purchasing, asset control, risk management and vehicle fleet management.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b></p> <p>Persuasion required to use basic negotiating skills to reach agreement with BCBC on lease renewals and the costs of tenant improvement.</p>	D	45
4	<p><b>PHYSICAL CO-ORDINATION AND DEXTERITY</b></p> <p>Basic coordination and dexterity required to access electronic mail.</p>	A	5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by government policies, plans facility and administrative management services and other central services and controls the central service budget of \$6M.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Major financial responsibility to be formally accountable for \$6M for facilities management, telecommunications, vehicle fleet, purchasing, printing, postal and other central services.</p>	G	58

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the maintenance and repair of assets and equipment such as vehicle fleet, telecommunications, ministry fixed assets.	F	43
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise administrative and clerical employees, appraise employee performance (9 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure safety and security are incorporated into facilities plans.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently read documents and reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention on documents and reports and computer screens.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional overnight travel to conduct spot checks of inventory in regional and district offices.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards from occasional use of public transport to visit regional and district offices to conduct spot checks of inventory.	A	2

Total Points: 915

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