

TITLE: BRANCH ASSISTANT

CLASSIFICATION: CLERK 12

JOB OVERVIEW

To provide support to program management and staff and coordinate office administration functions, human resources, payroll, records management, facilities and asset management.

ACCOUNTABILITIES

Required:

- Develops implements and updates the administrative framework for the branch ensuring the full scope of administrative services are provided to program staff and provides guidance and problem solving on administrative issues.
- Participates in budget development by reviewing previous years' expenditures, anticipating future program and/or project needs and the impact to the administrative budget (i.e. salary, travel, training, office supplies, and equipment) and recommending reallocations.
- Coordinates financial activities (budget, contract administration, accounts payable, purchasing) for the branch ensuring compliance with financial administration and purchasing policies and procedures and sets up and maintains branch financial tracking systems and files.
- Maintains the Executive Director's calendar and makes travel arrangements, updates, arranges meetings and appointments and compiles files, correspondence, and resource material in preparation for meetings and appointments
- Coordinates and/or oversees the management of all records and documentation for the branch, and sets up and maintains the ARCS / ORCS records management system including the storage, retrieval and destruction of records.
- Works with the Corporate Information and Records Management office in order to support divisional information management objectives and goals.
- Functions as the branch administrative resource for human resources, payroll and leave management matters including consulting with the appropriate agency (e.g. BC Public Service Agency) for guidance, submitting paperwork and verifying information on Time on Line, or CHIPS.
- Determines the need for, recommends purchase of, and coordinates the installation of furniture, equipment and telecommunications products, including personal computers, software, telephones and faxes.
- Monitors the inventory of supplies, equipment and furniture and orders as required.
- Coordinates office moves and works with facilities management staff regarding space planning, building maintenance services and accommodation requirements.
- Functions as the branch's systems contact to arrange user access and IDs, and to perform routine systems troubleshooting.

Career Group:

Administrative Services

Job Family:

Office Management

Job Stream:

Role:

Admin/Operational

Revised Date:

December 2012

- Prepares and/or oversees the preparation of documents such as reports, spreadsheets, and briefing notes by using desktop tools such as Word, Excel, PowerPoint, Outlook; and drafts replies to routine correspondence.

JOB REQUIREMENTS

Education and Experience:

- Secondary school completion or equivalent (GED)
- Minimum three (3) years' progressively more responsible administrative experience; OR, successful completion of administrative certificate program and two (2) years progressively more responsible secretarial experience.
- Experience dealing with highly confidential and sensitive issues.
- Experience managing diverse workloads effectively and independently.
- Experience in word processing and developing spreadsheets and presentations using MS Word, Excel and PowerPoint, and experience with databases, intranet and other standard computer applications.
- Experience preparing, formatting, editing and proof-reading high level and confidential correspondence, records, and information.
- Experience in MS Outlook to schedule meetings and manage executive calendars.
- Experience with eApprovals, CLIFF and Government Systems.
- Experience in records management, including ARCS/ORCS.

Preferences:

Preference may be given to applicants with one (1) or more of the following:

- Minimum two (2) years' experience providing support to senior management.
- Experience in contract and agreement.
- Experience in LAN management, TRIM or equivalent Electronic Document Records Management Systems (EDRMS) software, and/or Adobe Acrobat Professional.

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.