

Position:	Benchmark Job #100
Ministry:	Various
Working Title:	Office Administrator
Branch:	Various
Level:	Range 13 (Paid Range 14 per 13th Master.)
Location:	Various
NOC Code:	1211

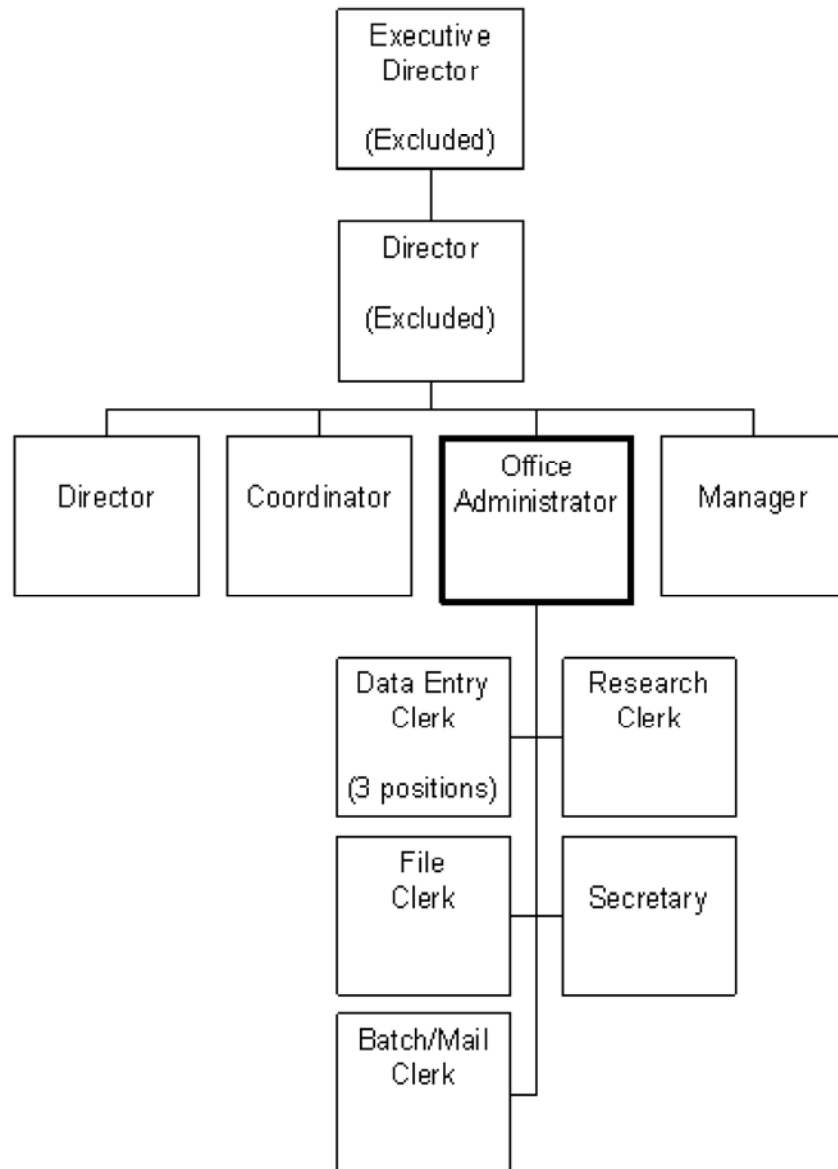
PRIMARY FUNCTION

To supervise the administrative components of a program for the department.

JOB DUTIES AND TASKS

1. Coordinates administrative services to support Directors, Manager and Coordinators
 - a. defines and implements the administrative methods used in the section
 - b. provides direction in processing of reports and permits and entering or amending data on database
 - c. approves non-routine correspondence prepared by section support staff
 - d. develops, implements and updates administrative support, procedures and standards
 - e. oversees reference library; updates manuals; develops and maintains ARCS/ORCS files including disposing, archiving and retrieving files
 - f. identifies and recommends the purchase and/or repair of furniture and equipment required by the department
 - g. monitors inventory and exchanges information with staff on supplies, equipment and furniture
 - h. undertakes special assignments such as creating or amending policy or program material
 - i. resolves problems forwarded by staff and provides policy and procedure explanations to staff and the public
 - j. prepares reports, brochures, correspondence and briefing notes
2. Performs purchasing, budget and financial expenditure functions for the program area
 - a. monitors expenditures on the office budget and calculates budget balances, advises on the availability of funds, determines and resolves discrepancies and reports on budget to Director
 - b. participates in office budget development by comparing estimates with previous year's expenditures and recommending project resource needs, expenditures and reallocation and budget changes
 - c. oversees the verification and processing of accounts payable items and travel expenses
 - d. ensures the accurate application of Financial Administration policies and procedures
3. Supervises administrative support staff
 - a. supervises, recruits and trains 8 FTE administrative support staff
 - b. plans, schedules, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
4. Performs human resource, payroll and leave management functions for the department

- a. prepares and maintains documentation and forwards to Personnel; distributes and secures pay cheques
- b. verifies information on overtime, substitution reimbursement and other payroll adjustments
- 5. Monitors the operation and maintenance of computer system, programs and equipment
 - a. monitors the input of data into database system
 - b. oversees systems functioning, identifies problems and consults with Information Technology staff to resolve
 - c. assesses if computer systems meet departmental needs and recommends changes



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand and apply the accepted methods of administrative, financial and computer services to develop procedures for administrative support, supervise records management and office staff, arrange furniture and equipment purchase and repair, prepare budget estimates and monitor the operation and maintenance of computer systems.</p>	E	145
2	<p>MENTAL DEMANDS</p> <p>Judgement to assess administrative support and financial requirements and choose an approach using a combination of accepted administrative and financial procedures and techniques to develop and implement procedures and standards for administrative and financial support systems, prepare budget estimates and identify assets required by the department.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to input information into computer and operate word processor to produce correspondence with some speed to meet financial and administrative deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general procedures or instructions, selects alternative course of action to supervise office operations and staff, assist with the development and preparation of budgets, organize records management system and oversee processing, purchasing and accounts payable functions for the office.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to provide cost data on the administrative costs for the department, requiring knowledge of office administration.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to coordinate a multiple use records management system including the disposal, archiving and retrieving of files and to develop and maintain ARCS/ORCS files.	D	22.5
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise support staff, appraise employee performance (8 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm clients angry about administrative procedures in the department.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance telephone calls, staff and managers with interruptions and shifting deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently apply visual attention to computer screen to produce a variety of correspondence and reports.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with angry clients.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 488

Level: Range 13

Paid Range 14 per 13th Master.