CLASSIFICATION GRID: 41

BENCHMARK TITLE: ADMINISTRATIVE SUPPORT 6

BENCHMARK NUMBER: 80106

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Oversees the delivery of administrative support services for a program or multiple offices by performing functions such as developing and implementing policies and procedures, authorizing expenditures, and managing contracts. May supervise staff.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Determines resource requirements, develops short- and long-term plans for capital needs such as space, furniture, and/or equipment, and prepares budget submissions. Authorizes expenditure of funds in accordance with assigned budget and organizational policies. Monitors expenditures for designated areas by comparing actual and budgeted expenditures, identifying variances and anomalies, and following up on variances.

2. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.

3. Assists in the recruitment and selection of staff by performing duties such as reviewing applications, providing input into the development of interview questions, and participating on interview panels.

4. Develops, evaluates, implements, and modifies program policies, procedures, and standards.

5. Manages grants and/or contracts (e.g., sessional, funded agency, residential facility) by reviewing for accuracy, ensuring payments are consistent with contract terms, tracking and reviewing the financial status of contracts to termination date, flagging cases of over- and under-funding, recommending reallocation of funds to meet financial commitments, and amending contracts as required.

6. Oversees and is accountable for receipt, storage, and distribution of equipment for the centre/agency, and makes recommendations for purchase, lease, replacement, and disposal. Monitors maintenance of the facility and its equipment by consulting with users regarding requirements, contacting suppliers to obtain information such as price, source of supply, and delivery date, and informing user departments. Researches solutions, consults with management on user needs, cost, and maintenance requirements, and selects suppliers.

7. Assists with required internal and external audits, such as financial audits related to assets, and compliance audits of contracts and grants.

8. Prepares reports by researching, organizing, and summarizing information. Researches and prepares reports and business cases for management related to new programs and/or significant changes to programs by performing duties such as conducting feasibility studies and cost benefit analyses.

9. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Diploma in Business Administration
- Recent, related experience of five years
  Or an equivalent combination of education, training, and experience
  Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to type at 60 wpm
- Business writing skills
- Knowledge of general office procedures
- Knowledge of medical terminology
- Ability to supervise
- Ability to research, analyze, and resolve problems
- Ability to do financial calculations
- Ability to develop, evaluate and monitor administrative systems and procedures
- Knowledge of principles and practices related to accounting and budget management