

BENCHMARK
Administrative
Support 5

COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT

CLASSIFICATION GRID: 36

BENCHMARK TITLE: ADMINISTRATIVE SUPPORT 5

BENCHMARK NUMBER: 80105

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Oversees the daily operation of an office by performing a variety of administrative support functions such as assisting with the preparation of budgets, and monitoring expenditures for a designated area. Supervises staff.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Assists with the preparation of budgets by performing duties such as preparing financial summaries and reports, and developing short- and long-term plans for capital needs such as space, furniture, and/or equipment. Assists in applying to funding sources, researching funding alternatives, and organizing funding initiatives.
2. Monitors expenditures for designated areas by comparing actual and budgeted expenditures, identifying variances and anomalies, and following up on variances.
3. 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.
4. 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.
5. Assists in the development and evaluation of program policies and standards, and develops and implements work methods and procedures.
6. Performs or ensures completion of secretarial duties for a program, Manager, and/or unit such as developing and maintaining record keeping/filing systems, screening and prioritizing incoming materials, managing schedules, arranging meetings, taking minutes, composing correspondence, and making alterations to internet web-sites.
7. Processes and monitors expenditures by performing duties such as initiating documents for purchases (e.g., purchase orders, requisitions), verifying coding and calculations, liaising with internal departments and/or suppliers, posting invoices to ledgers, reconciling ledgers, and following up on discrepancies.

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8. Assists in the management of 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, identifying and reporting occurrences of over- and under-funding, recommending reallocation of funds to meet financial commitments, and amending contracts as required.
9. 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 and provides input to supervisor, including information on user needs, cost, and maintenance requirements.
10. Prepares reports by researching, organizing, and summarizing information.
11. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Diploma in Business Administration
- Recent, related experience of three 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 analyze and resolve problems
- Ability to do financial calculations
- Ability to evaluate and monitor administrative systems and procedures