COMMUNITY LIVING
BRITISH COLUMBIA

POSITION TITLE: Executive Administrative Assistant	POSITION NUMBER: 85249 87517 100568 108534
DIVISION/BRANCH: Head Office	LOCATION: Vancouver
CURRENT CLASSIFICATION LEVEL: Clerk R14	DATE: September 2016
SUPERVISOR'S POSITION NUMBER 111980	SUPERVISOR'S TITLE/CLASSIFICATION: Supervisor of Administrative Services

PROGRAM

Community Living British Columbia [CLBC] is a crown corporation responsible for arranging support and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision ***Good lives in welcoming communities*.**

The Administrative team ensures smooth operation of the Head Office by supporting in the fulfillment of all administrative tasks related to Office operations.

PURPOSE OF POSITION

Reporting to the Supervisor of Administrative Services, the Executive Administrative Assistant provides a full range of administrative and secretarial support to three or more Executive staff and their respective team members. This position also works as part of the Administrative team and may receive various assignments from the Supervisor of Administrative Services.

JOB DUTIES AND ACCOUNTABILITIES

Administrative support/services:

- Maintains a comprehensive knowledge of programs and services provided by CLBC and legislation, Acts and policies/procedures, as well as a thorough knowledge of other agencies and organizations connected to CLBC;
- Establishes and maintains effective contacts with senior and executive officials both within and outside government;
- Maintains close liaison with the Executive team to ensure critical deadlines are met and projects are completed;
- Responds quickly to emerging issues and changing priorities using sound judgment in assessing the urgency and importance of various issues requiring the attention of the Executive team;
- Manages the Executive's calendar, prioritizes meetings, schedules, assignments and travel arrangements;

- Prepares and types correspondence, letters, briefing notes ensuring timely responses in a large volume of highly sensitive inquiries and issues, takes minutes, maintains confidential filing and tracking systems, screens mail, visitors and telephone calls for the Executive team;
- Records the minutes of all Board / Committee meetings and uploads the approved meeting minutes on SharePoint;
- Proofreads, edits and finalizes all Executive correspondence, briefing notes, policies and reports;
- Formats policies, guidelines, and procedural publications according to CLBC Branding Guidelines and publishes them on the Intranet site;
- Maintains an effective tracking system for all of the office correspondence, outgoing mail, and actions assigned;
- Ensures that incoming mail is processed accurately and that outgoing mail meets CLBC standards;
- Organizes office hard copy and electronic file systems, ensures timely scanning of documents, and ensures records management procedures meet Administrative and Operations Records Classification System and CRMS policies including use, maintenance, retrieval and disposal of client and administrative files;
- Transcribes data gathered from Workshops / Research surveys using appropriate tools like VISIO, MS Excel, MS Word;
- Ensures Freedom of Information and Privacy Legislation compliance in processing requests for information and retrieving documents and/or data;
- Assists in providing information required for CLBC inquiries, audit inquiries, and special projects;
- Coordinates and responds to a variety of requests from the public, community and government agencies relating to CLBC's programs and services; refers non-CLBC inquiries to other sources for information;

Human Resource administrative services:

- Checks and updates Time and Leave entries for all Head Office staff, every pay period
- Maintains a record of the team's vacation schedule

Administrative support in financial functions:

- Exercises receiving authority for office administration budgets, personnel expenditures and recommends travel options to employees as per policy;
- Holds responsibility for petty cash disbursements for both administrative and program expenditures and a purchase card (VISA) for administrative expenditures; ensures purchases are made in accordance with the Financial Administration Act; verifies invoices and reconciles statements for payment;
- Prepares business expense forms, local minor purchase orders, I-expenses;
- Processes invoices including coding and checks for accuracy and completeness, tracks budgets, payments and forecasting;
- Prepares accrual entries and responds to queries from the Accounts team regarding expenses incurred

Acquisition and maintenance of material, equipment, supplies and office equipment:

- Liaises with Manager of Facilities and Administration and the Managers of Information and Technology Services Division regarding purchase, maintenance, and service problems;
- Arranges for the necessary maintenance and servicing of office equipment;
- Researches, evaluates, and purchases minor office equipment (cameras, video

equipment);

Other related duties:

- Participates on various committees such as Occupational Health and Safety;
- Responsible for back up and other related duties;
- Provides training to staff on equipment use and general and specific office procedures;
- Provides daily direction to reception staff;
- Maintains documents on the Intranet including updating/deleting records and uploading file specific documentation;
- Assists with office coverage during unplanned absences, vacations, and peak workload periods;
- Utilizes computer systems, document scanners, electronic mail and personal computer equipment and software frequently;

EDUCATION & EXPERIENCE

- Grade twelve diploma or equivalent education, and the completion of Business College or Secretarial course, a relevant combination of education and experience may be considered;
- 3-5 years' experience working in an executive office environment supporting senior executive on a daily basis;

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge and ability to produce accurate reports and presentations using software such as MS Excel, Word, PowerPoint, VISIO, SharePoint and Adobe Acrobat;
- Working knowledge of government applications like TLM, CAS, PARIS preferred;
- Ability to type a minimum of 50 wpm;
- Superb written, oral communication skills and interpersonal skills;
- Excellent organizational and time management skills, and the ability to establish priorities and complete assignments within timelines;
- Ability to manage sensitive issues with tact, diplomacy, and good judgment and maintain confidentiality on the telephone and in person;
- Proven ability to communicate and work effectively with officials and staff at all levels;
- Demonstrated ability to assess issues, priorities, problems, make sound decisions and take appropriate action;
- Extensive experience using electronic time management systems, electronic mail tracking system (CLIFF preferable);
- Comprehensive knowledge of community living service, CLBC policies and operations and sector agencies and organizations connected to CLBC;

COMPETENCIES

- Adaptability
- Organization
- Flexibility
- Integrity and Confidentiality
- Computer / Technical Skills
- Service Orientation

- Results Orientation
- Teamwork and Cooperation
- Listening, Understanding and Responding
- Relationship Building

SPECIAL REQUIRMENTS

- Applicant subject to a criminal record review

I confirm that:

- Accountabilities/deliverables were assigned to this position effective (Date).
- The information in this position description reflects the actual work performed.
- A copy has/will be provided to the incumbent(s).

Name:	Signature:	Date: