



IDENTIFICATION

Department	Position Title	
Finance	Executive Secretary	
Position Number(s)	Community	Division/Region(s)
15-0085	Yellowknife	Directorate

PURPOSE OF THE POSITION

The Executive Secretary provides primary administrative and office management support to the Deputy Secretary and the Comptroller General in accordance with GNWT acts, regulations, policies and departmental procedures to ensure the smooth flow of business within the Department. The position also coordinates the flow of Ministerial correspondence within Programs and Services and is responsible to ensure the timely and accurate provision of information to the Deputy Minister and Minister's office.

SCOPE

Located in Yellowknife, and reports to the Deputy Secretary of Human Resources. Also provides support the Comptroller General while providing administrative and clerical support for the Senior Management staff as required. This includes keeping track of all correspondence, including Ministerial correspondence forwarded for processing, and ensuring that documents are thorough, well-written and clearly presented, are grammatically accurate and comply with GNWT visual identity and communication protocols.

The incumbent ensures that Division staff has efficient access to information, resources and support in a timely manner, assisted or on a self-serve basis, and that government and other customers have access to information as is appropriate.

As well, the Executive Secretary processes documents of a confidential nature, dealing with staff issues and also government initiatives, and must exercise extreme discretion in the execution of duties.

The Executive Secretary is the first point of contact for the Deputy Secretary and Comptroller General's office with the public, and is frequently called upon to exercise judgment with regard to knowing when to forward phone calls from politicians or the press to the Deputy Secretary and Comptroller General, what meetings take precedence, and what commitments to make on the Deputy Secretary's and Comptroller's behalf. The Deputy Secretary and Comptroller General relies upon the Executive Secretary to make decisions about which meetings take priority, to ensure that all requests for meetings are appropriately addressed, and to ensure that background documentation is available when meetings are scheduled.

RESPONSIBILITIES

1. Provide senior administrative support to ensure the effectiveness and efficiency of the day-to-day office administration of the Programs and Services area:

- Review administrative practices and procedures to improve workflow management and reporting processes;
- Create and disseminate new administrative procedures and user instructions where required and guide department staff in the use of these procedures and tools;
- Compose and/or edit and format documents, charts and graphs, correspondence, work instructions, operating procedures and manuals;
- Develop and maintain an internal corporate style guide specific to the area and apply the approved style to documents, such as manuals, forms, work instructions, operating procedures, and website communications;
- Facilitate that document quality is controlled and that staff is adequately supported through ready access to reference materials.
- Drawing upon data provided by the Finance group within Fuel Services, create fuel price change notification documents;
- Manage the timely sequential distribution of those documents to Ministers, Members of the Legislative Assembly (MLAs) and the Financial Management Board (FMB) and verification of receipt and approval.
- Assist in researching and sourcing out relevant documents and resources as requested.
- Create professional business documents; integrate tables, charts, graphics and animation in presentation software; produce and edit tables, table relationships and queries in a database application; produce electronic documents, spreadsheets, and presentations.
- Makes travel and accommodation arrangements for the Deputy Secretary and Comptroller General as needed.
- Coordinates arrangements for meetings and conferences as directed.

2. Provides advice and guidance to casual administrative staff, and assists with all staff orientation within the Programs and Services area:

- Train and supervise casual administrative staff as and when required;
- Conduct procedural orientation programs for new employees.

3. Support the implementation and maintenance of ARCS and ORCS and other information management to enable the Programs and Services area to effectively manage records and information from creation or receipt to final disposition.

- Maintain the Administrative Records Classification System (ARCS) and the Operational Records Classification System (ORCS) filing systems in accordance with Government - wide Standards and Regulations;
- Fulfill lifecycle management of all electronic and physical content to enable control of retention and disposition in compliance with applicable laws, policies, procedures, and ARCS and ORCS retention schedules;
- Organize and maintain all materials including photographs and drawings in paper and electronic form to facilitate control and ease of retrieval;
- Work closely with the Departmental Records Coordinators to ensure that all incoming and outgoing correspondence is properly filed into the centralized records management system;
- Fulfill Records Classifier objectives of creation and management of physical records through opening and closing paper files for the Energy division; manage repositories of information, search and retrieve records, and prepare physical records for transfer to the GNWT's records centres.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned knowledge of standard office procedures and protocols
- Knowledge of records classification systems and records management processes, both paper and electronic
- Knowledge of office computer software, including spreadsheets, presentations and word documents
- Ability to create documents that are accurate and professional in appearance.

- Strong interpersonal and communication skills; tact, diplomacy and persuasion skills required
- Ability to work in a culturally diverse environment

Typically, the above qualifications would be attained by:

This level of knowledge, skill and ability is typically attained through completion of a High School Diploma and a post-secondary Administrative Certificate with a minimum of four (4) years senior office experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred