



## IDENTIFICATION

| Department                      | Position Title           |                      |
|---------------------------------|--------------------------|----------------------|
| Municipal and Community Affairs | Administrative Assistant |                      |
| Position Number                 | Community                | Division/Region      |
| 21-4711                         | Yellowknife              | Corporate Affairs/HQ |

## PURPOSE OF THE POSITION

The Administrative Assistant is responsible for providing administrative and secretarial support to the Corporate Affairs Division of the Department of MACA in accordance with Government of the Northwest Territories (GNWT) legislation, policies, and departmental procedures to contribute to the achievement of the organization's mandate, objectives and priorities.

## SCOPE

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

Located in Yellowknife and reporting to the Director, Corporate Affairs, the Administrative Assistant is responsible for providing administrative and secretarial support services to the Division. This position is responsible for preparing and processing confidential information for both divisions for use by senior management, the Deputy Minister, Minister, Executive Council, and the Financial Management Board. The improper processing of this information could



impact the Department and GNWT.

Based on the function of the Division to undertake final analysis and preparation of documents for the Minister, Executive Council, the Financial Management Board and the Legislative Assembly, this position is the lead advisor to other administrative staff within the Department for ensuring proper format and process is adhered to for all executive documents and materials.

The incumbent works closely with and regularly acts for the Senior Administrative Coordinator to the Deputy Minister.

### **RESPONSIBILITIES**

#### **1. Provides administrative support to ensure the effectiveness and efficiency of operations of the Corporate Affairs Division.**

- Coordinates, edits, reviews, formats and proofreads correspondence, reports, briefing notes, responses to oral and written questions, statements, and confidential Executive Council and Financial Management Board submissions using approved formats and with complete accuracy for Director, Assistant Deputy Minister, Deputy Minister and Minister signature.
- Provides receptionist services for the Division, including greeting and screening visitors and incoming telephone calls, answering routine inquiries and rerouting complex inquiries as required.
- Files correspondence and documents in the Department's electronic information management system.
- Maintains a chrono system, online mail log and bring-forward system tracking divisional commitments, correspondence, reports and other documents for the Division.
- Assists with the preparation of presentation materials, e-binders, briefing materials, communications materials, financial documents, and business plans.
- Revises and maintains office and administrative procedures and policies for use across the Department of MACA.
- Provides advice and guidance to staff regarding office and administrative procedures.
- Takes, compiles and distributes minutes of meetings and provides administrative support services for working groups led by the Division.
- Participates in and supports interdivisional, interdepartmental and intergovernmental projects and processes as appropriate.
- Provides office coordination of various projects.
- Organizes and expedites the flow of work through the Director's office, including the initiation of any required follow-up actions.
- Routes or responds to requests and correspondence not requiring the Director's immediate attention.



- Processes, distributes and communicates, as required, confidential information, including sensitive human resources and financial information, with senior management.
  - Receives and screens telephone calls, letters and visitors by responding to questions and obtaining and providing information independently as appropriate.
  - Organizes and prepares complex documents requiring the integration of multiple office technology and software applications.
  - Schedules appointments and arranges meetings, conferences, and travel, including planning, coordination, booking, and logistics,
  - Coordinates with other administrative staff in the Department.
  - Prepares and processes financial, leave, and performance review documents as delegated by the Director.
  - Supports administration staff in other departmental divisions as required.
  - Arranges for mail courier services as required.
  - Orders and manages inventory of office supplies and equipment.
  - Purchases equipment and supplies.
  - Maintains contracts related to office equipment, supplies, and related services.
  - Arranges for maintenance, upkeep and surplus of office equipment.
  - Ensures printer room is organized, neat and well stocked, and arranges for printer repairs as required.
- 2. Provides financial support and performs verification and processing of routine financial documents on behalf of divisional employees, within established policies and procedures.**
- Assists staff in generating travel authorization and expense reports.
  - Prepares monthly visa reconciliation reports for review and approval as requested.
  - Assists in generating Requisitions for Service (RS), Purchase Orders (PO), and Contracts.
  - Ensures all appropriate financial supporting documentation, including invoices, is completed, and attached when submitting documents.
  - Seeks clarification and advice and follows guidance from Financial Services regarding financial administration matters.
  - Provides back-up assistance for data entry.
- 3. Maintains divisional records and files.**
- Works with the departmental records coordinator to manage the creation, life cycle and disposition of divisional records in accordance with the GNWT Administrative Records Classification System (ARCS) for Corporate Affairs.
  - Monitors and maintains the Digital Integrated Information Management System (DIIMS) folders for divisional records in accordance with GNWT standards and regulations and assists staff in the filing of material and records.



- Responsible for the inventory and management of divisional physical record life cycles in accordance with GNWT ARCS.

#### **4. Senior Administrative Coordinator.**

- Acts as Senior Administrative Coordinator as and when required.
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#### **WORKING CONDITIONS**

##### **Physical Demands**

No unusual demands.

##### **Environmental Conditions**

No unusual demands.

##### **Sensory Demands**

No unusual demands.

##### **Mental Demands**

No unusual demands.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office administrative support and secretarial functions and procedures.
- Knowledge of records management policies and procedures including records classification systems, and record retention and disposal.
- Knowledge of Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Teams.
- Knowledge of Adobe software including editing and combining PDF documents and creating e-binders with links.
- Proofreading Skills.
- Time management skills and ability to meet deadlines and prioritize tasks effectively
- Ability to use a variety of electronic and automated systems such as electronic records management, electronic workflow and approvals, financial administration, and human resources systems.
- Ability to communicate effectively both orally and in writing.
- Ability to work alone and take initiative.
- Ability to problem solve and identify solutions.
- Ability to meet financial best practices, track and report on budgets and expenditures, reconcile visa statements, and ensure accuracy when processing payments.
- Attention to details when it comes to processing and finalizing correspondence, documents and briefing packages.

- Ability to maintain privacy and confidentiality.
- Ability to work with people from a variety of backgrounds and cultures in an effective, respectful manner.
- Understanding of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Grade 12 diploma and one year of secretarial experience.

Equivalent combinations of education and experience will be considered.

**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

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred