



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Administration and Finance Assistant	
Position Number	Community	Division/Region
71-479	Hay River	Post-Secondary Education / South Slave

PURPOSE OF THE POSITION

The Administration and Finance Assistant provides a full range of administrative, secretarial and financial support services required for the efficient operation of the Northwest Territories Public Library Services.

SCOPE

Located in Hay River, the Administration and Finance Assistant reports to the Territorial Librarian and manages the administrative work for the Northwest Territories (NWT) Public Library Services (PLS) office. The 5+ staff in the PLS office will, on occasion, assign work to the Administration and Finance Assistant.

This position is the first point of contact with the public and is required to provide information for public inquiries concerning NWT Public Library Services programs and services. This position is also responsible for library catalogue maintenance, and postage of correspondence and packages of library resources.

The incumbent will have exposure to confidential matters relating to personnel, finance, administration and legal matters and is often called upon to exercise judgment when responding to and redirecting telephone calls.

RESPONSIBILITIES

1. Provide frontline administrative and office management services support to the Territorial Librarian and PLS staff, ensuring all administrative functions are achieved consistent with government policies and procedures.

- Maintain the office mail system including receiving, sorting, distributing all PLS mail, and arrange for courier or air cargo delivery as required.



- Directly handle correspondence of an urgent or confidential nature along with registered or special delivery items.
- Type, format, print, and route correspondence and reports using approved Government of the Northwest Territories (GNWT) visual identity program(VIP) templates and ensure accuracy.
- Assist with the preparation and updating of manuals, presentation materials and briefing materials.
- As required, assist staff with data entry into the GNWT's Human Resource Information System (HRIS) and System for Accountability and Management (SAM) systems.
- Liaise with the Culture and Heritage Division Finance Manager to ensure forms and authorizations are routed for the signature of the Director, Culture and Heritage Division, as required.

2. Provide frontline reception services, and office process coordination for NWT Public Library Services.

- Greet visitors and answer routine questions or general inquiries from the public and staff related to programs and services of the PLS.
- Answer a multi-line telephone, takes messages and redirects calls as required.
- Coordinate and arrange meetings, boardrooms, conference calls, and hospitality services, special events, and other appointments for the PLS staff.
- Assist with conferences, meetings, and other special events as required.
- Prepare, record, track and distribute meeting agendas, minutes and action trackers as directed.
- Make travel arrangements for the Territorial Librarian, staff and others, as required, including routing and tracking travel requests, booking travel and accommodations logistics, as well as assisting staff with SAM travel authorizations, cash advances and expense reports.
- Coordinate the purchase and organization of office supplies and maintains a resource inventory.
- Maintain and arrange for servicing of all office equipment, including the postage meter.

3. Provide financial administrative support for NWT Public Library Services, including preparing variance reports, contribution agreements, and travel expenses.

- Work with staff from the Finance and Capital Planning (FCP) Division, to prepare monthly Variance Reports for the Territorial Librarian's review and approval, using the SharePoint system.
- Track divisional expenditures by budget categories and program account coding.
- Ensure all expenditures comply with the accounting and expenditure requirements according to Financial Administrative Manual (FAM).
- Monitor, maintain and track payments to ensure invoices are consistent with approved expenditures within the contact/agreement.



- Review and monitor spending authority for payment/invoices against budget/funding allocations to verify sufficient funds are available for specific activities.
- Prepare and complete Visa expenditures for the unit staff as needed.
- Complete SAM travel expense entries for the Territorial Librarian and staff as required.
- Assist staff in the preparation of contracts, contribution agreements, requests for proposals (RFPs), and service contracts.
- Work with staff from the Finance and Capital Planning (FCP) Division to prepare, complete, track and finalize all divisional Grants and Contribution Agreements.
- Compile information and activity reports on services offered, as required by PLS contribution agreements.

4. Provide ongoing records management and maintenance of the Divisions' files.

- Maintain central files for the programs and services of the NWT Public Library Services, as well as program files in accordance with the Department's records management system: Administrative / Operational Records Classification System(s) and Digital Integrated Information Management System (ARCS/ORCS/DIIMS).
- Create new files, close dated files and prepare for disposition according to the records management schedule and policies.
- Enter documents into the computerized records management system and maintain on-line file lists.
- Maintain staff leave and attendance records, and other personnel documents for staff.

5. Contribute to Integrated Library Systems (ILS) catalogue maintenance.

- Process new library resources before they enter circulation, which includes double-checking labels for accuracy and affixing them to spine, book cards and book pockets, and attaching book pockets to materials including books and DVDs.
- Add, edit, and reallocate items to the ILS as required.
- Delete items from the ILS as required.
- Shelf processed items according to shelf call number for use in the Interlibrary Loan, Library Rotation, and Borrow-by-Mail programs.
- Run label reports as needed and prints labels for material processing.
- Make recommendations for library material purchases as requested.

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

- Knowledge of office and administration practices and procedures.
- Knowledge of and ability to use computer information systems, including word processing and publishing programs, such as MS word, Excel, Access, Internet, and email applications.
- Knowledge of, and/or the ability to acquire and apply knowledge of Integrated Library System (ILS) and Online Public Access Catalogue (OPAC).
- Knowledge of and/or the ability to acquire and apply knowledge of financial administration and human resources software programs, such as System of Accountability and Management (SAM) and PeopleSoft.
- Knowledge of and/or the ability to acquire and apply knowledge of records management policies and procedures including records disposition, and systems such as ARCS, ORCS and DIIMS.
- Verbal and written communications skills.
- Keyboarding skills.
- Inter-personal and public relations skills and the ability to act with tact and diplomacy.
- Organizational, time and task management and priority setting skills, with a high level of accuracy and attention to detail.
- Ability to assume responsibility and work independently without direct supervision.
- Ability to exercise initiative and judgment.
- Ability to work cooperatively in team situations.
- Ability to manage time and tasks efficiently and effectively.
- 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:

An Office / Business / Administrative certificate program and one (1) year of experience in an office / administrative environment.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred