



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism & Investment	Executive Secretary to the Assistant Deputy Ministers	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
63-3236	Yellowknife	Directorate/HQ

## **PURPOSE OF THE POSITION**

The incumbent is directly responsible for providing senior professional secretarial and administrative support to the Assistant Deputy Minister, Economic Development (ADM-EC) and the Assistant Deputy Minister, Mineral and Petroleum Resources (ADM-MPR) and the Directorate as required.

## **SCOPE**

The position is located in Yellowknife and reports to both the ADM-ED and the ADM-MPR. The incumbent performs senior secretarial and administrative duties and functions as the key secretarial support the ADMs. The incumbent ensures that all written documentation conforms to departmental and government formats, procedures and policies. The incumbent is responsible for coordinating, editing and reviewing documentation provided by (two) six divisions and five regions (the Divisions and Regions). The ADM's Executive Secretary provides guidance and direction to all Divisional support staff.

In addition, there exists a close relationship between the ADM's Executive Secretary and the Deputy Minister Senior Administrative Coordinator. A high degree of cooperation is required between the two positions as common issues, urgent requests and subject matter will require collaboration to complete most tasks. They must have complementary skills, knowledge, abilities and compatible work styles.

The majority of the work is self-initiated; however, advice and guidance may be solicited from the supervisor. The incumbent works independently within established procedures for the position. In addition, the incumbent will receive either written or verbal assignments from the

ADMs from time to time. The incumbent deals daily in person or on the telephone with a variety of contacts including departmental staff, officials from other government departments, representatives from Aboriginal organizations and the general public.

Decisions resulting in poor quality of work, delays in meeting deadlines and errors made in performing duties could create embarrassment for the organization. Breaches of confidentiality and/or the provision of inaccurate/incorrect information can have serious legal and reputational implications.

## **RESPONSIBILITIES**

**1. Provide professional and confidential secretarial services to the ADM-ED and the ADM-MPR and other members of Directorate as required. In addition, the incumbent provides relief secretarial services for the Deputy Minister and the Minister of Industry, Tourism and Investment by:**

- Coordinating, editing and reviewing documentation produced by the Divisions and the Regions
- Accurately typing correspondence, reports and documents from handwritten or electronic notes for the Premier, Minister, Deputy Minister and the ADMs of Industry, Tourism and Investment
- Arranging, recording and confirming all the ADM-EC and ADM-MPR appoints/meeting within and outside the office and assembling relevant files and related information for these meeting
- Arranging for courier services for outgoing correspondence and other documents
- Making all travel and accommodation arrangements for the ADMs
- Preparing and documenting requisitions and other documents including Travel Authorizations and Expense Reports in SAM, travel and accommodation warrants, cheque requisitions and charter aircraft requests; and
- Performing receptionist duties for the ADM-EC and the ADM-MPR by receiving and transmitting telephone calls locally or long distance, answering inquiries, handling messages and directing calls and visitors to the appropriate staff.

**2. Provides senior administrative and clerical support services to ensure the effectiveness and efficiency of the day-to-day office administration. Recommendations are made with respect to file systems and records management.**

- Maintaining an electronic document tracking systems for the Divisions and Regions, prioritizing all correspondence, directing tasks to senior staff, assigning “bring forward dates”
- Monitoring and tracking progress of tasks assigned to Divisions and Regions
- Maintaining a record of a “bring forward” retrieval system for all correspondence;
- Maintaining a record of all correspondence signed by the ADM-MPR and the ADM-ED.
- Forwarding correspondence to the Divisions and the Regions for the preparation of a departmental response;
- Organizing, recording and maintaining a personal and confidential filing system;

- Maintaining the confidentiality of incoming and outgoing email messages and sending of email messages;
- Working with Division secretaries to ensure that they are kept up to date with department standards and formats;
- Providing computer and office procedure training to casual employees as and when required;
- Preparing for the ADM-ED and ADM-MPR signature for all Director and Regional Superintendent travel requests; and,
- Photocopying a variety of documents

**3. Provide professional support to the ADM-ED and the ADM-MPR with respect to general secretarial/office procedures.**

- Assisting in the completion of briefing notes for the Minister and Executive Council options papers, decision papers, and Info Item; and FMB Submissions and Info Items for the ADMs' signature.
- Preparing summary reports on incoming tasks and status reports on current tasks;
- Researching information required by the ADM-ED and the ADM-MPR and his/her staff;
- Making recommendations for the improvement of office procedures which will improve effectiveness and efficiency;
- Assisting in developing solutions to day-to-day problems; and,
- Provide orientation and assistance to new Departmental Secretaries.

**4. Oversees and maintains supplies, resources and publications inventories, and equipment**

- Manages and maintains resource and publication inventory
- Requests and evaluates quotes for printing
- Arranges for the purchase of office supplies and the processing of requisitions for supplies as required
- Organizes and maintains office supplies inventory and supplies/photocopy room
- Arranges for maintenance, upkeep and surplus of office equipment.

**5. Provides support function to the Minister's and Deputy Minister's office.**

- Liaising and collaborating with the Minister's and Deputy Minister's Executive Assistants and Executive Secretaries to resolve issues and facilitate departmental support;
- Review briefing notes, speech material, correspondence for Minister's signature and other support material as required;
- Providing backup support for with the Minister's Executive Secretary or the Deputy Minister's Senior Administrative Coordinator during absences from work or holiday relief;
- Support to Senior Advisor when required.

## **WORKING CONDITIONS**

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

### **Physical Demands**

Normal office environment.

### **Environmental Conditions**

The incumbent works in a busy, open work environment impacting ability to concentrate. There is a lack of privacy due to constant interruptions, heavy traffic area and high noise levels.

### **Sensory Demands**

Must be able to perform precision work especially with regards to senior level correspondence and report preparation. This requires the capability for a high-level of productivity and quality control.

### **Mental Demands**

The incumbent will work in an environment where there are frequent and competing demands which at times can result in stress. The Executive Secretary plays a pivotal role in ensuring that deadlines are met, output is quality controlled and staff is adequately supported. The incumbent handles and is exposed to a variety of confidential and sensitive documents and delicate issues which can result in stressful situations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge:**

- Exceptional knowledge of computer information systems including databases, website maintenance, and Microsoft Office programs.
- Good working knowledge and understanding of appeal processes.
- Advanced knowledge of ARCs and ORCS filing systems as well as DIMS.
- Excellent knowledge of office processes and procedures.
- Knowledge of legislation applicable to employment standards' appeals.
- Knowledge of budget, accounting, and financial procedures.
- Knowledge of minute taking.
- General knowledge of the GNWT's financial management system SAM.

### **Skills:**

- Exceptional administrative and coordination skills.
- Proven communication skills, in English, both written and oral.

- Attention to detail including excellent proofreading skills.
- Demonstrated excellence in interpersonal skills.
- Excellent organizational and time management skills.
- Effective, accurate, keyboarding and data entry.
- Excellent interpersonal skills, tact, and confidentiality.
- Skilled at maintaining a professional office demeanor.
- Well-developed supervisory skills.

**Abilities:**

- Able to work in a multi-cultural environment and on diverse projects.
- Must be able to work to deadlines and respond effectively.
- Motivated, self-starter.
- Ability to train staff in the use of computers and specialized software.
- Demonstrated initiative, self-motivation, and ability to work with/without supervision and in a team environment.
- Ability to work with multiple priorities.
- High level of accuracy and attention to detail.
- Able to manage frequent distractions.
- Tact and diplomacy.

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

Grade 12 diploma, secretarial diploma or equivalent combination of education and experience. Three to five (3-5) years of directly related experience in an office / administrative environment.

Financial and administrative experience within the GNWT or public sector, or experiences in management positions is considered an asset.

French written and oral skills are an asset.

**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 applies)

- 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:** Choose a language

- Required
- Preferred