

Job Information

Job title	Administrative Assistant - Engineering	Job Code: AASTEN	Pay Grade: J
Title of immediate supervisor	Director of Engineering		
Department/Division	Engineering		
Prepared by	N. Pallan		
Date Created	Mar 18, 2015	Revised date	May 18, 2016
Dept Head Signature		Date	

Job Purpose

Supervises, directs, and facilitates office support and related services to the department. Organizes administrative systems and procedures; coordinates various programs, provides assistance to staff on projects; responsible for cost control of the Department's annual administration budget; and oversees the development of the Department's annual budget. Relieves the Department Head of administrative detail and acts with some authority on routine matters. Works independently, develops her/his own work routine within the general outline prescribed and is required to maintain ongoing procedures.

Duties and Responsibilities

- Supervises administrative staff within the Administrative Services Section: plans, assigns and reviews work, provides training, formal performance evaluations and makes hiring recommendations to the Director.
- Develops and establishes departmental administrative methods and procedures, and provides input on the development of new or revised policies.
- Maintains departmental confidential files and knowledge of sensitive or controversial issues.
- Ensures conformance with and consistent application of administrative practices and standards within the department.
- Assists staff on specific projects: prepares calculations and statistics; drafts reports and related materials; controls, checks and maintains a variety of records, files and related materials.
- Provides information and assistance, and explains and interprets department policies, procedures, rules and regulations to a variety of internal and external contacts, and handles enquiries or complaints passed on by clerical or technical staff.
- Manages flow of information and documents for the department; checks for accuracy and time sensitive issues.
- Supports the Director in schedules appointments, types or composes a variety of non-routine and confidential memoranda, reports and departmental operational guidelines, takes and transcribes minutes of meetings
- Oversees the collation, development, preparation and submission of the Department's Annual Budget, in concert with other Managers.
- Provides administrative support to the Administrative Traffic Committee including taking minutes, tracking action items, and follow-up with internal and external stakeholders.
- Coordinates departmental administrative activities, and organizes systems and procedures to ensure effective operations.
- Answers telephone, email, and counter enquiries, directs visitors and calls, and provides routine information regarding department regulations.
- Provides primary and technical system support functions for permit tracking software.
- Coordinates the development of work orders.
- Performs other related duties as required.

Qualifications

- One year in a full-time or equivalent post-secondary educational program in Business Administration or related discipline.
- Three years of senior administrative experience including two years of direct supervision experience.
- Technical or Business Certificate in Computerized Office Procedures or equivalent.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Considerable knowledge of standard budgetary practices and procedures applicable to work performed.
- An equivalent combination of education and experience may be considered.
- Keyboarding skills of 40 wpm.
- Valid Class 5 BC Driver's Licence together with a personal vehicle available for work-related use as and when required.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.