
Position Title: Senior Executive Administrative Assistant
Division: Agriculture Services
Location: Moose Jaw, SK
Annual Salary: \$56,268 - \$70,368 (Management Classification 2)
Competition #: WSA-12-2021/22
Apply by: 5:00 PM May 18, 2021

Short Description:

Reporting to the Vice President (VP), Agriculture Services, an employee in this job will provide senior executive administrative and clerical support to the VP and their Division. This will include highly confidential and detailed work. This employee will coordinate and supervise the administration functions and administrative support staff within the Division.

Other Reporting Relationships (work is formally carried out for):

All Divisional Directors and Managers

Operating Budget:

Annual Operating Expense Budget: very small (> \$50,000 to \$200,000)

Key Duties and Responsibilities:

- 35% Manage the VP's e-mail and calendar by tracking and updating due dates and action items for the VP on behalf of the Division; manage the VPs signing folder; liaise with senior management members and Executive Administrative Assistants to provide information and for follow-up; verification of timesheets for staff reporting directly to the VP; provide backup support to the President's Office. Co-ordinate monthly budget forecasting for the Division at the VPs discretion.
- 25% Plan, coordinate and manage the administration and clerical functions within a Corporate Division; supervise in-scope staff and provide guidance or direction to out-of-scope support staff within the Division; assign work and projects to administrative staff to ensure the efficient and effective delivery of services, review staff performance and recommend increment award, required training and/or disciplinary action, if required. Assist in interviews for new and/or existing jobs and recommend position award. Develop annual work plans for Division Administrative staff and prepare mid-year reviews. Creation of processes and ensuring corporate standards are followed.
- 30% Prepare and edit routine to complex correspondence, reports and other documents of a non-technical nature, some of a highly confidential nature. Manage tracking and recording of ministerial items; coordinate approvals on behalf of the Division and the VP. Record and prepare minutes of meetings, conferences, etc. Coordinate the Division's EMT meeting items (editing of information, discussion and decision items, preparation of binders and folders), briefing notes topic summaries, cabinet decision items, negotiation and corporate budget proposals, contracts, performance appraisals, etc., in an efficient and timely manner.
- 5% Maintain important and confidential corporate files, Acts, policies and other records of importance to the WSA; coordinate Freedom of Information administration; develop and implement library and file systems within the Division, as required. Manage requests for leave and maintain the leave schedule for the Division on behalf of the VP. Coordination at the Division level, CVA reporting and monthly Communications calendar roll-up.
- 5% Participate on various internal and external committees, as required; undertake other administrative, clerical and miscellaneous assignments as assigned or required.

JOB BULLETIN
Out-of-Scope**Educational and Experience Requirements and Technical Qualifications:**

Certificate in a one-year Office Administration program or similar program and 4 years of related experience.

Amount of experience typically required in this job to become fully competent, assuming both the education level required, and the prior experiences are present – 2 years.

Job Complexities/Challenges:

Know How:

This employee requires knowledge of practical procedures or systems with a focus on procedural or systematic proficiency. Methods or procedures are generally well defined and straight forward; however, this employee must be aware of other activities within the work area and organize work accordingly. This employee will manage, provide direction to and motivate staff. Working with others involves understanding, tact and motivation skills as this employee will be required to deal frequently with clients and staff in providing and receiving information.

Problem Solving:

Work involves thinking within well-defined, somewhat diversified procedures. There are many precedents covering most situations; however, while the tasks to be undertaken have procedures or have specific precedents established, this employee must exercise discretion in considering the most appropriate procedure or precedent to follow. There is an expectation to routinely work independently in the completion of tasks to ensure unit objectives are met and that work is prioritized recognizing availability of resources.

Accountability:

This employee is expected to determine work priorities and may deviate from established procedures and practices as long as the end results meet standards of acceptability. Supervision over work activities is usually indirect and the review of work results usually occurs after the fact. This employee has effective control over the significant activities and resources which produce the results. There is, at most times, an absolute requirement to maintain confidentiality.

Working Conditions:

Most work is performed in an office environment. Accuracy and detail in the completion of work is required. There is exposure, at times, to high workload volumes, constantly changing priorities and tight assignment deadlines.

To Apply:

Please submit a cover letter quoting competition number above and a detailed résumé to:

Human Resources
Corporate Services
4th Floor, 111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9
Email: hr@wsask.ca (Preferred method)

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. You will be evaluated on the relative degree to which you meet the knowledge, skills, and abilities related to the position assignment.

The Water Security Agency is an Employment Equity Employer and is committed to creating a respectful, diverse working environment.