

# **ADMINISTRATIVE OFFICER 1**

## **Class Definition**

This is the first level of the Administrative Officer series where the primary function is office and/or administrative management.

Employees in this class will manage, co-ordinate, and supervise a group of subordinates that provide the administrative support functions to an organization. This entails a wide variety of responsibilities, such as assisting in the budget preparation process, controlling budget expenditures and revenues, recommending space and equipment requirements. In addition to providing direct supervision that includes conducting performance evaluations, the incumbent will be expected to advise on administrative matters to senior management, carry out special assignments for senior staff, identify problem areas, determine solutions and implement changes.

Independent judgement, interpretation and application of a variety of regulations, statutes and policies are required at this level. As part of the administrative management/supervisory role, the employee's knowledge and ability will extend to developing work methods and procedures, and modifying existing procedures that will accommodate an ever-changing environment.

Performs other duties as assigned.

# **ADMINISTRATIVE OFFICER 2**

## **GENERAL**

Under general supervision, the incumbent will be responsible for more complex administrative and managerial work involving initiative and responsibility in directing a very large sized operation. The incumbent advises and recommends on major plans and policies. Will be expected to analyze and solve problems with independence of action and will identify and initiate action in problem areas. This level differs from the Administrative Officer I in that the incumbent has the responsibility for the administration of the very large sized or more complex operation or the administration and management of a large specialized program.

## **TYPICAL DUTIES**

Plans, directs and manages the operation of a very large sized operation, or directs a complex specialized program.

May supervise a large diversified administrative program, which may involve co-ordinating the work performed in several separate locations.

May prepare reports and data of a complex nature for the department.

May design and/or review systems and procedures to accommodate new or additional work or to provide improved efficiency.

May supervise and train subordinate staff.

May act as advisor on administrative matters to senior management and/or to regional offices.

May carry out special assignments for senior personnel.

May co-ordinate work in regional offices.

May analyze various reports and make recommendations to senior personnel.

May prepare material for publication.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Knowledge of the objectives, functions and relating policy and regulations of the department.

Knowledge of effective government procedures and practices in the fields of personnel, budgeting or accounting.

Knowledge of principles and techniques employed in effective office administration and management.

Knowledge of and ability to interpret statutes and regulations.

Ability to make independent decisions.

Ability to prepare reports and statements.

Ability to establish and maintain satisfactory relationships with the public, private industry and government personnel.

### **Education, Training and Experience**

Minimum of Grade XII education supplemented with some formal business training at the post secondary level and several years' experience in an administrative or supervisory level, or university graduation in a related discipline with acceptable related work experience.

### **Physical Standards**

Physically capable of performing duties assigned.

# **ADMINISTRATIVE OFFICER 3**

## **GENERAL**

Under limited executive supervision, the incumbent performs complex, specialized and responsible administrative and managerial work involving a high degree of initiative, special training and responsibility in planning and directing the operations of a branch. He has wide public contacts. He may combine accounting and administrative tasks.

He may co-ordinate the work of a number of separate departments; he may act as an adviser on a specialized group of the public. He may have additional duties such as Secretary of a regulatory board.

## **TYPICAL DUTIES**

Supervises and assists in the direction of a major department; assists a senior official in the development of operating procedures; confers with him on matters affecting personnel, policy and other administrative problems; makes complex operational decisions; supervises a number of subordinate staff.

May act as co-ordinator of the Data Processing System.

Supervises the operation of a complex branch or division; deals with difficult or involved problems encountered by subordinates.

Conducts special studies; presents reports or data and recommends new policies or procedures as may be indicated.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of the objectives, functions and specialized activities of the administrative department.

Considerable knowledge of the statutes and regulations that relate to the position assignment.

Considerable knowledge of personnel, budgeting and accounting especially as they relate to efficient supervision and administration.

Ability to assign, co-ordinate and review the work of subordinates.

Ability to grasp complex administrative principles and make decisions on difficult and involved issues.

Ability to establish and maintain satisfactory relationships with the public, officials of government and industry and subordinate employees.

### **Education, Training and Experience**

Minimum of Grade XII education supplemented with formal business training and extensive related experience in supervisory or administrative work.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **ADMINISTRATIVE OFFICER 4**

## **GENERAL**

Under guideline direction, the incumbent may be responsible to a Deputy Minister or Assistant Deputy Minister for the full operation and co-ordination of branch administration or a major division of a large branch or department. The incumbent performs complex, specialized and responsible administrative and managerial work involving a high degree of initiative and responsibility in planning and direction of programs. He may co-ordinate the work of several separate divisions or branches; he may act as an advisor on specialized projects. He may have additional duties such as Secretary of a regulatory board. He works with considerable independence.

## **TYPICAL DUTIES**

Initiates and co-ordinates administrative and operational methods and procedures as required to effect efficient and uniform operation of the branch or departmental division.

Generally supervises the full operation of an administrative branch or division.

Assists in personnel management and selection in his branch or division, induction and records at the department level, and discipline, training and promotion at the branch level.

Conducts special studies, presents briefs and reports and recommends new policies or procedures as may be required.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of the objectives, functions and specialized activities of the administrative department.

Considerable knowledge of the statutes and regulations that relate to the position assignment.

Considerable knowledge of personnel, budgeting and accounting, especially as they relate to efficient supervision and administration.

Ability to assign, co-ordinate and review the work of subordinates.

Ability to grasp complex administrative principles and make decisions on difficult and involved issues.

Ability to establish and maintain effective relationships with the public, government and industrial officials and subordinate staff members.

### **Education, Training and Experience**

Minimum of Grade XII supplemented with formal business training and extensive related experience in supervisory or administrative work.

### **Physical Standards**

Physically capable of performing the duties assigned.