

1. Position No. 32009	2. Descriptive Working Title EXECUTIVE COORDINATOR		3. Present Classification Excluded Support
4. Branch CORPORATE SERVICES	5. Department INFORMATION MANAGEMENT & TECHNOLOGY (IMT)	6. Work Location Telework Eligible	Date Jun 2019  Revised Mar 2021, May 2022
7. Position No. of Supervisor 33036	8. Descriptive Work Title of Supervisor CHIEF INFORMATION OFFICER		9. Classification of Supervisor Excluded Management

## POSITION SUMMARY

Reporting to the Chief Information Officer (CIO), the Executive Coordinator is responsible for the efficient management of the Office of the CIO. He/She/They manages the financial aspects of the department including budget, invoice processing, procurement card reconciliation, purchase orders, procurement processes, and financial reporting. The position is also responsible for department reporting including project status, performance measurement and department workplan updates. The position provides executive assistance to the CIO including confidential issue management, travel logistics, calendar management, PCard processing, and overseeing the flow of information between the CIO and IT managers. The role coordinates department communications and correspondence and acts as administrative liaison with other departments/branches and external contacts.

## MAJOR RESPONSIBILITIES

1. Manages the financial aspects of the department including management of budget, procure (purchase orders) to pay (invoice) processing, expense PCard reconciliation, and financial reporting. Manages procurement administration of goods and services for the department, including preparing and distributing RFPs and other documents, liaising with IMT managers to ensure contractor/consultant adherence to contract provisions and performance criteria, monitoring that the department receives good value for money, and processing invoices. Purchases select goods and services in accordance with purchasing policies and practices. Works closely with the CIO in the development of the annual budget, prepares forecasts incorporating upcoming projects, monitors the department's financial status daily, and creates/produces financial status reports, often on short notice.
2. Provides confidential administrative assistance to the CIO. Manages the CIO's calendar, prioritizes meetings, schedules, assignments and travel arrangements. Manages the flow of information between the CIO and senior IT managers; working closely with the CIO, assesses current and emerging issues and priorities and provides feedback and recommendations regarding the management of high profile, urgent or sensitive matters; prepares briefing materials and reports; facilitates the completion of projects and activities by the senior IT managers and, on behalf of the CIO, ensures the department fulfils its commitments and effectively responds to urgent or critical situations.
3. Manages the smooth and efficient operation of the department administration program, by establishing administrative systems and processes and ensuring effective and efficient organization of the work. Develops, recommends and implements actions, strategies, policies, standards and procedures to ensure the effective, efficient provision of administrative services to the department. Conducts or participates in comprehensive reviews of department procedures, provides expertise and support in developing new administrative systems and processes, identifies policy

- and procedural gaps and provides advice and input into departmental administrative operations; develops and maintains the department Policy and Procedures Manual.
4. Manages the provision of administrative support services to the department; assesses requirements and priorities, assigns work to internal staff and to external contractors as necessary, and ensures all work is performed in accordance with requirements, performance standards and deadlines.
  5. Participates as a member of the IMT leadership team in the development of departmental plans and discussion of issues impacting business or operating strategies; provides advice and counsel from an administrative and communications perspective regarding emerging issues. Prepares and distributes agendas and meeting materials and takes minutes.
  6. Develops and manages internal and external communication strategies and programs for the department, including the support of change management requirements for projects and initiatives. Coordinates departmental communications and correspondence internally and externally; prepares correspondence for the CIO, some of which is sensitive or confidential including responses to grievances, disciplinary letters involving suspension or dismissal, and other documents of human resource and labour relations impact. Manages the departmental intranet, news articles and social media, and coordinates content updates from all areas of IMT. Acts as the key contact person for general departmental enquiries
  7. Supports other departments in the planning and delivery of their communication technology needs through the use of technology including townhalls, semi-annual meetings and other events.
  8. Acts as administrative liaison and maintains a positive working relationship with other branches/departments and external stakeholders, including representing the department on committees and in meetings; attends meetings with the CIO to ensure that administrative services which are agreed to are implemented and completed.
  9. Plans, organizes and coordinates meetings, forums, user training and other important meetings including establishing agendas, coordinating the preparation and distribution of materials, and organizing venue, speakers, travel and accommodation; attends meetings as required. Plans and coordinates department meetings, training sessions, lunch & learns, and team building events, including room bookings, catering and travel arrangements.
  10. Develops training plans and recommends and organizes training for department staff; provides orientation and training to all department staff on administrative policies and processes and provides analytical support in assessing and resolving administrative issues.
  11. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

## **ORGANIZATION**

The Executive Coordinator reports to the Chief Information Officer.

There are no direct reports to the Executive Coordinator.

## **QUALIFICATIONS**

### **Education, Experience and Occupational Certification**

Diploma in commerce, business administration or other relevant discipline.

Considerable experience in financial management including invoice tracking and payment, procurement, budgeting, period-end processing and analytical reporting

Considerable experience in managing the administrative aspects of the office of a senior executive within a fast paced, complex environment.

Or an equivalent combination of education, training and experience acceptable to the Employer.

## **Knowledge, Skills and Abilities**

### **Core Competencies**

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Sound financial knowledge and experience including daily financial transactional processes, procurement, budgeting and reporting

Good understanding of the management, business and administrative practices of IT projects and day to day technical support.

Well versed in Information Technology, especially with technical jargon.

Good understanding of IT systems and excellent computer skills, including a high level of technical proficiency with Microsoft Office products including Word, Excel, Powerpoint, Access, Frontpage, Visio and Project.

Ability to learn, understand and apply the Department's policies, programs and operating requirements.

Ability to assess department requirements, develop new administrative approaches to conducting business and lead the administrative function.

Ability to manage multiple issues and projects, co-ordinate work with others, keep senior IT management apprised of major issues and adapt to changing priorities.

Ability to foster strong working relationships with internal and external stakeholders to accomplish objectives.

Effective conflict resolution, consensus building and interpersonal skills.

Excellent verbal and written communication, organizational, analytical, problem solving, time management and expediting skills.