

JOB DESCRIPTION

Benchmark Job #029

Ministry: Education
Branch: School Finance Branch
Location: Victoria

Working Title:
Level:
Classification:

Capital Administration Officer
Range 18
Financial Officer

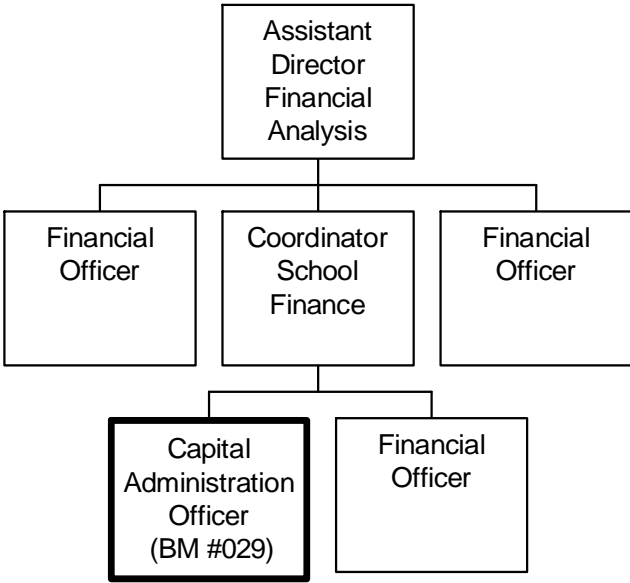
PRIMARY FUNCTION

To coordinate and monitor capital program expenditures for seventy-five school districts.

JOB DUTIES AND TASKS

1. Analyzes and arranges the short and long-term funding of school district capital expenditures
 - a. analyzes school district monthly capital borrowing needs to establish long-term requirements
 - b. participates in discussions and negotiations with Provincial Treasury, Ministry of Finance to establish levels of school district debenture sales, arrange for monthly debenture sales and initiate the allocation of these sales to the school districts on a priority basis
 - c. prepares documentation for statutory authorization of annual, supplementary and emergent shareable capital programs for school districts
 - d. prepares proposed school district capital plan by-laws and instructs school boards on procedures
 - e. oversees the authorization of school district short-term borrowing to fund capital expenditures
 - f. ensures the processing of debenture by-laws, debentures, affidavits and related documents within funding deadlines
 - g. calculates interest and sinking fund payment schedules and provides the Ministry of Finance with debenture sale amounts to be collected from school districts
 - h. provides branch staff with information on debt servicing costs for school district budgets
 - i. monitors reports pertaining to school district debenture debt
 - j. sets up and maintains databases and spreadsheets of financial information for school districts
2. Provides advice relating to capital project funding to school district administration, ministry and branch staff
 - a. provides advice to school district staff on procedures relating to applications for specific capital project funding commitments
 - b. arranges with school districts and ministry staff, alternative methods of funding such as commercial ventures and trading of land for additional, existing and emergent capital projects
 - c. provides advice and interpretation to school district staff on legislation and ministry policies relating to capital funding
 - d. provides advice to school district staff on how to account for capital programs and debt management
 - e. develops and revises reporting systems for monitoring capital funding of school districts
 - f. examines capital expenditures on financial statements, prepares financial status reports and alerts Project Managers to potential funding problems or cost overages
3. Performs other related duties
 - a. estimates trends in interest rates to predict costs of borrowing
 - b. verifies accuracy and completeness of documents prior to spending authority approval

ORGANIZATION CHART
Benchmark Job #029



REASON FOR CLASSIFICATION

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Job Title: Capital Administration Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of accounting and debt management to analyze school district capital funding needs and apply financial and accounting standards to arrange short and long-term funding for school district capital expenditures.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of financial documents and debt financing methods and processes and choose an approach using a combination of accepted financial techniques to arrange short and long-term funding for school district capital expenditures.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an interpretation of legislation and statutory limits on the funding of school districts' capital projects with school district administration.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a keyboard to update databases with some speed to meet funding deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by accounting and debt management guidelines and standards, applies accepted work methods in a different way to arrange short and long-term funding for school district capital expenditures and provide advice on debt management.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to provide expert financial advice on the means of financing school district capital projects.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user information system/database of capital project information for seventy-five school districts.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES No responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually focus on financial documents.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and financial documents.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 653

Level: Range 18