

JOB DESCRIPTION

Benchmark Job #247

Ministry: Various
Branch: Finance and Administration
Location: Victoria

Working Title: **Manager, Central Support**
Level: Range 27
Classification: Administrative Officer

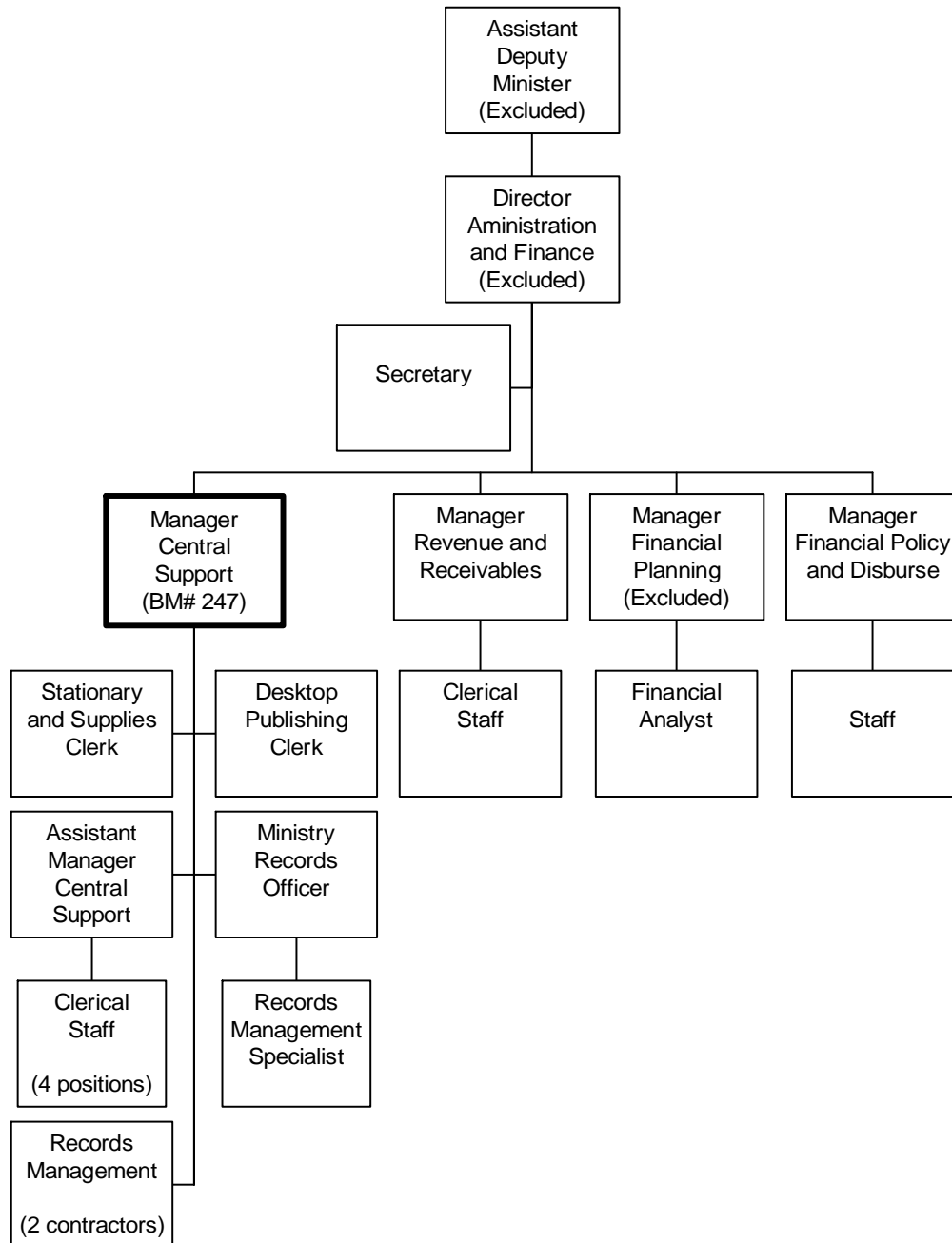
PRIMARY FUNCTION

To provide facility and administrative management services for an entire ministry with headquarters, regional and district offices.

JOB DUTIES AND TASKS

1. Provides facilities management
 - a. assesses telecommunication needs within the ministry, prepares cost analysis reports and approves and arranges for installation of telephone equipment
 - b. examines office space needs for headquarters, regional and district offices, including staff safety and security issues; negotiates with ARES lease renewals and tenant improvement plans and signs ARES agreements on behalf of the ministry (\$4M annually)
 - c. represents the ministry in meetings with central agencies, such as Treasury Board, Purchasing Services Branch, and ARES and other organizations, such as Telus
 - d. coordinates development of the ministry's business continuation and disaster recover plans
 - e. participates, as a member of a Committee, in the development of security precautions and emergency preparedness plans relating to facilities and all ministry personnel
2. Exercises monetary responsibility for annual budget of \$6-7M for facilities and rental services
 - a. assesses costs for facilities and central services by ministry cost centre; prepares annual budget
 - b. exercises spending authority to \$10,000 per transaction in the purchase of materials and supplies, to \$20,000 per transaction for service contracts and full authority for Queen's Printer and ARES expenditures
 - c. develops operating policies and budgetary measures for the procurement of physical assets
 - d. assesses photocopier requirements for the ministry and exercises spending authority on monthly charges
 - e. controls the purchase of stationery supplies for the ministry, ministry printing operations and postal services
 - f. plans and provides desktop publishing services
3. Establishes, operates and maintains an asset control system for the ministry
 - a. prepares annual inventory reports, conducts spot checks on inventory through surveys and personal inspections and develops procedures to record, count, verify and safeguard assets
 - b. develops procedures to depreciate assets to comply with the province's capitalization of capital assets policy
 - c. establishes criteria for the life-span evaluation, disposal and replacement of physical assets
 - d. manages vehicle fleet for the ministry, including preparing budgets for vehicle management, monitoring credit card usage, preparing annual vehicle fleet plan and ensuring vehicles are repaired or replaced
4. Develops the ministry wide records management program
 - a. plans, develops and implements ministry-wide records filing systems to meet operational needs of the ministry and related boards and commissions
 - b. determines Freedom of Information requirements under the Act
5. Supervises central services staff (9 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance

ORGANIZATION CHART
Benchmark Job #247



REASON FOR CLASSIFICATION

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Job Title: Manager, Central Support

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of business or public administration to plan the delivery of facility and administrative management services for a ministry.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to manage facility and administrative management programs for the ministry, such as ministry records, purchasing, asset control, risk management and vehicle fleet management.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion required to use basic negotiating skills to reach agreement with ARES on lease renewals and the costs of tenant improvement.</p>	D	45
4	<p>PHYSICAL CO-ORDINATION AND DEXTERITY Some coordination and dexterity required to use keyboard with a minimal requirement for speed to prepare various reports.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by government policies, plans facility and administrative management services and other central services and controls the central service budget of \$6M.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to be formally accountable for \$6M for facilities management, telecommunications, vehicle fleet, purchasing, printing, postal and other central services.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the maintenance and repair of assets and equipment such as vehicle fleet, telecommunications, ministry fixed assets.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise administrative and clerical employees, appraise employee performance (9 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure safety and security are incorporated into facilities plans.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently read documents and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on documents and reports and computer screens.	C	12
12	SURROUNDINGS Exposure to occasional overnight travel to conduct spot checks of inventory in regional and district offices.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding to produce a variety of reports and documents.	B	4

Total Points: 922

Level: Range 27