

# JOB DESCRIPTION

## Benchmark Job #101

---

Ministry: Health  
Branch: Various Health Units  
Location: Various

Working Title: **Office Administrator**  
Level: Range 13 (Paid Range 14 as per 13th Master.)  
Classification: Clerk

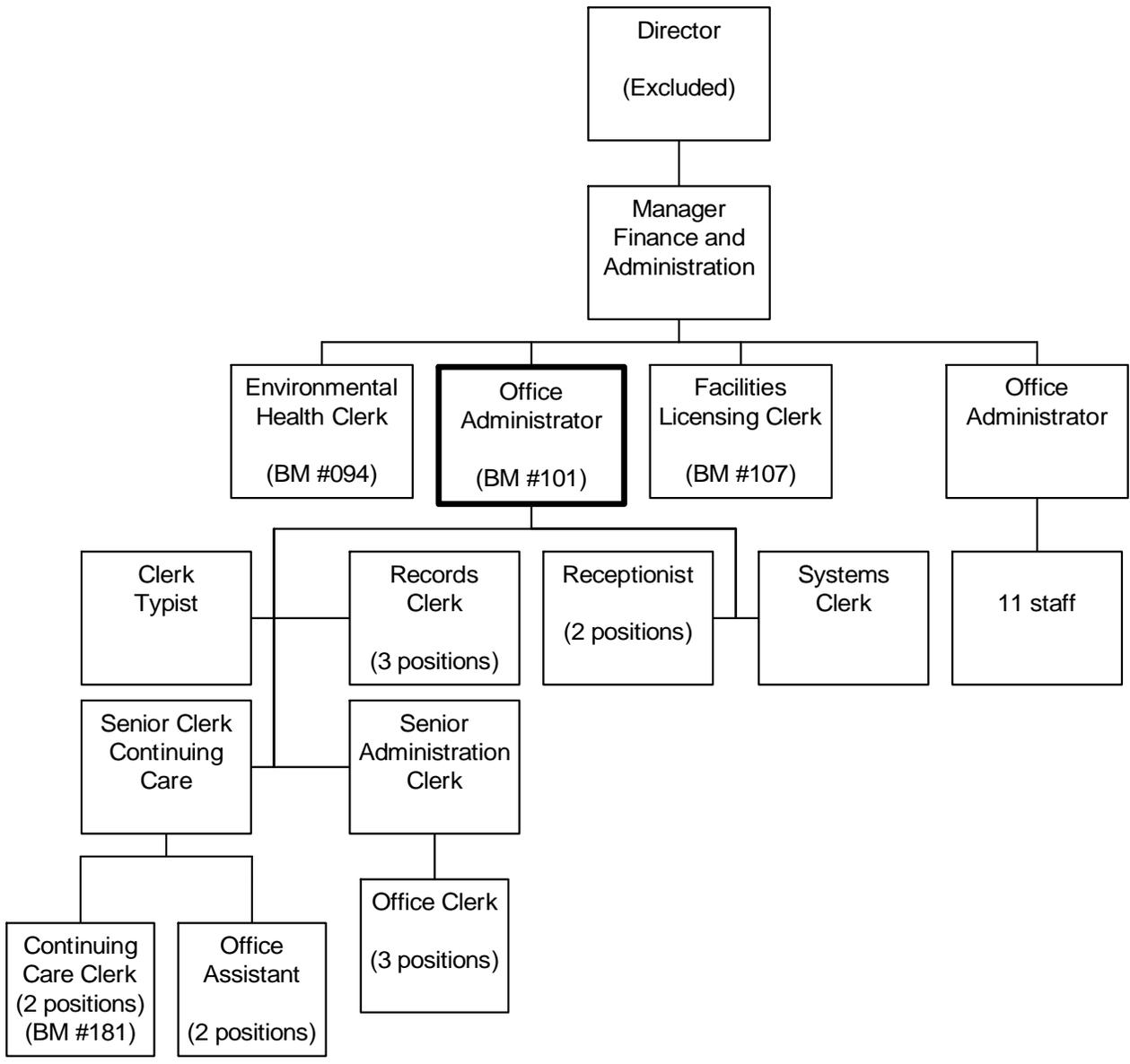
### PRIMARY FUNCTION

To supervise administrative and computer support services in a health unit.

### JOB DUTIES AND TASKS

1. Provides administrative functions
  - a. develops filing procedures, organizes ARCS file system for the health unit and trains staff in filing system
  - b. develops and implements new office procedures
  - c. arranges for building maintenance and repairs with ARES and serves as the contact for building issues
  - d. gathers quotes, recommends to the Manager, Finance and Administration (MFA) and orders furniture, supplies, equipment and systems purchases
  - e. ensures health and safety and ergonomic recommendations are addressed for the office
  - f. arranges the purchase and installation of telecommunications equipment
2. Coordinates computer systems administrative functions
  - a. arranges for the ordering, installation, testing and repairing of computer hardware and software by contacting the Information Systems Branch
  - b. provides or arranges for training on computer systems and software
  - c. coordinates the use of computer systems and procedures
  - d. exchanges information with appropriate staff to resolve system malfunctions and recommends computer repairs
  - e. arranges for the movement of data between different software and computer systems by the Systems Clerk
  - f. maintains inventory of computer system hardware and software
  - g. prepares reports on data stored and used
3. Performs financial functions to assist the MFA
  - a. prepares budget projection reports
  - b. compiles estimates on FTE budgets and equipment requirements
  - c. compiles relevant information for FTE reports and verifies data
  - d. assesses office administration budget and recommends changes and reallocations to budget
  - e. exercises expense authority for office supplies, repairs and furniture to \$300 per transaction
4. Supervises administrative support staff (16 FTEs)
  - a. supervises administrative support staff engaged in financial processing, record keeping, secretarial support, document production and related clerical support activities, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards and coordinates the completion of clerical work in the health unit
  - d. conducts formal appraisals of work performance
5. Performs other related duties
  - a. participates on committees, as required
  - b. responds to general inquiries from clients and the general public regarding administrative procedures and various health unit programs

ORGANIZATION CHART  
Benchmark Job #101



# REASON FOR CLASSIFICATION

Benchmark Job #101

Job Title: Office Administrator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of administrative and computer support services to supervise health unit administrative support staff, coordinate operation of computer hardware and software, develop office procedures, compile budget information and arrange for the maintenance and repair of furniture.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assess administrative support requirements and choose an approach using a combination of accepted administrative and computer procedures and equipment to develop office procedures and coordinate the ordering, installation, testing and repair of computer hardware and software.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to input information into computer to produce spreadsheets and other materials with some speed requirement to meet project deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures or instructions, selects alternative courses of action to coordinate numerous and varied human, financial and informational resources to administer work processes in a health unit, coordinate daily operation of computer filing systems, develop new office procedures, recommend computer repairs, purchase or replacement and recommend budget reallocations.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to purchase office supplies and furniture to \$300 per transaction.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to coordinate operation of computer systems and organize the ARCS filing system for the health unit.</p>	D	22.5

## REASON FOR CLASSIFICATION

Benchmark Job #101

Job Title: Office Administrator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise administrative support staff and appraise employee performance (16 FTEs).	DH	25
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for the safe work practices of staff in a low risk office environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read, verify computer information and ensure accuracy.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to view computer screen and printed documents to produce spreadsheets and reports and verify information.	C	12
12	<b>SURROUNDINGS</b> Exposure to crowded office setting with background noise almost always.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 487**

**Level: Range 13**

Paid Range 14 as per 13th Master.