

Ministry: Forests  
Branch: District Office  
Location: Williams Lake

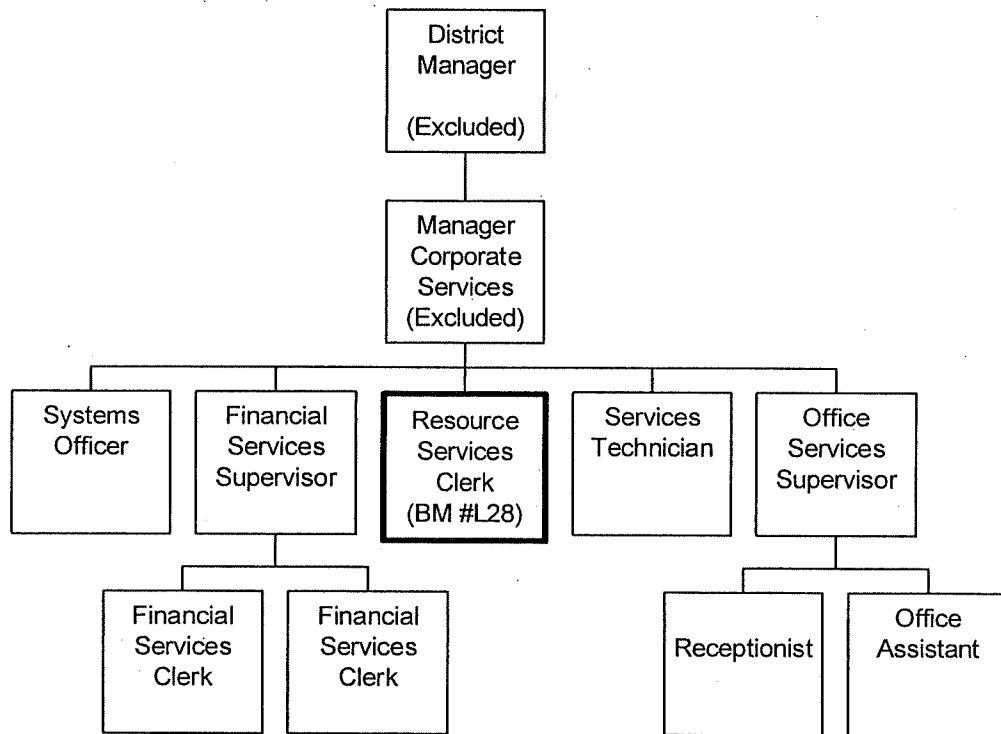
Working Title: Resource Services Clerk  
Level: Range 11

### PRIMARY FUNCTION

To provide administrative support and coordination for district contract management and forest tenures

### JOB DUTIES AND TASKS

1. Provides administrative support in the planning, implementing, awarding and evaluating of timber contracts
  - a. coordinates the advertising of contracts and tenures
  - b. confirms that contracts meet legal requirements and policy and legislative guidelines and makes recommendations for additions and changes
  - c. confirms the eligibility to bid of all interested applicants
  - d. participates in tenure openings to record bids received, ensure proper procedures are followed and sign as witness on bid document records
  - e. receives, records and secures all bids and bid deposits
  - f. confirms WCB insurance liability checks are done before contract is awarded
  - g. processes other agency/Ministry referrals by collecting Program Managers' responses
  - h. implements and maintains various systems to record and monitor the progress of all processes related to contract and tenure management
  - i. explains forest policy and timber tenure matters with forestry resource clients; explains bidding procedures to clients to resolve bidding problems
2. Processes accounts receivable
  - a. receives monies from public applying for timber marks
  - b. sends out notices of fees or rents owing from licensees
  - c. classifies and distributes payments received by district offices into accounts receivable system
  - d. calculates revenues according to formulas
3. Performs other related duties
  - a. drafts covering letters, inter-office forms and memos and creates ledgers for programs
  - b. keyboards contract documents, letters, memos and reports within contract deadlines
  - c. issues and records timber marks and notifies Resource Officer of mark to track Crown resources
  - d. provides advice to resource staff on administrative procedures necessary to process documents.
  - e. maintains tenure expiry system
  - f. processes various payroll and personnel forms and records
  - g. provides formal training on contract processes to district office staff



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of the district contracting process and tenure management to provide administrative support in the planning, implementing, awarding and evaluating of timber contracts by guiding the contract process, ensuring legal requirements are met and policies and guidelines are followed, coordinating the bid process and maintaining systems to record contract activities.	E	145
2	<b>MENTAL DEMANDS</b> Judgement to assess contract requirements and choose an approach using a combination of accepted contract administration procedures and terminology to make recommendations for additions and changes to district contracts, confirm that legal requirements and policies and legislative guidelines are met and advise resource staff on administrative procedures to process documents.	D	100
3	<b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of district timber tenure bidding procedures to clients to resolve bidding problems.	C	30
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to keyboard contract documents, letters, memos and reports with some requirement for speed to meet contract deadlines.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> <u>Freedom to Act: 4 Comparative Effects: IIIa</u> Guided by general procedures, affects program delivery by selecting alternative courses of action to coordinate administrative processes for contract management and coordinate bidding of forest tenures, check contracts for legal requirements and ensure that policy and legislative requirements are met.	D	75
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to confirm that contract language meets legal requirements and policy and legislative guidelines.	D	22.5
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a single user filing and log system, updating files for tenure expiration and securing tenders received.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training on contract procedures and processes to district office staff.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read contracts for understanding to ensure legal requirements met.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to read contracts.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealings with upset public regarding unsuccessful tenders.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards from regular keyboarding.	A	2

Total Points: 444.5

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