



Position Profile Executive & Administrative Services Coordinator

Elections Saskatchewan

Background

The Office of the Chief Electoral Officer (Elections Saskatchewan) is an independent, non-partisan agency of the Legislative Assembly charged with the mandate of directing and supervising the administrative and financial conduct of provincial electoral events.

The election cycle is a four-year cycle which involves planning (years one and two), organizing (year three) and delivery and implementation (year four) of a general election. During this period the volume and breadth of the workload fluctuates as does the number of staff.

Position Summary

During the first two years of the cycle, the position of Executive & Administrative Services Coordinator (EASC) provides executive administrative support to the Chief Electoral Officer (CEO) and the organization's executive management team while also providing general office administration for Elections Saskatchewan including office purchasing, facilities management and supervision of reception. In the last two years of the electoral cycle in anticipation of a general election, the role of EASC is divided into two roles, including Executive Coordinator and Administrative Services Coordinator to accommodate the increased demands. During these cycles the position's work is assigned by multiple people and may include broader, more varied tasks.

Key Responsibilities

Management and Leadership

- Responsible for management of facilities and is Elections Saskatchewan's key contact for matters related to maintenance and development of Head Office and Warehouse facilities.
- Supervises Reception staff ensuring that day-to-day reception service is courteous, personable and focused on providing effective client service. Ensures reception desk coverage is provided at all times and is consistent with Elections Saskatchewan's office hours.

Executive Administrative Support

Under the overall direction of the Chief Electoral Officer while operating in a matrix environment, the EASC:



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- Plans and manages the day-to-day administrative aspects of the Chief Electoral Officer's (CEO) office by ensuring information flow is effectively managed, issues are forwarded to the appropriate senior staff in a timely manner.
- Prioritizes items for action—urgent requests, correspondence, phone calls.
- Plans, schedules, and organizes materials for meetings for the CEO and independently manages the overall calendar.
- Manages, maintains, and archives the Chief Electoral Officer's files and directories.
- Reviews, edits and proofs correspondence.
- Manages all the logistics regarding travel arrangements and prepares the necessary follow-up including expense reports and other related follow up.
- Drafts and prepares correspondence for signature.
- Provides effective issues management to ensure the proper flow of information to the CEO and throughout the entire organization incorporating sound judgment regarding sensitive, urgent and confidential issues. This includes knowing what information has to be handled immediately and who to contact to obtain the information or who to contact to handle the issue to ensure effective and timely management of the issue or the CEO is informed.
- When requested, compiles, retrieves and researches background and briefing material in support of preparing the CEO for meetings to ensure the CEO has all the relevant information and is fully briefed on all the issues that might be raised at a meeting.

Coordination/Planning

- Coordinates the timely preparation of documents, decision items, briefing materials etc. needed by the CEO and/or Executive Team members for meetings with the Board of Internal Economy, the Speaker, Cabinet Ministers, MLA's etc.
- When requested, plans special events or meetings in support of the CEO's office as requested. This would include dealing with various internal and external stakeholders and would include selection of the venue, services, preparation of invitations, drafting agenda and follow up action.
- Coordinates administrative services functions for the office including establishing office procedures and processes, managing acquisition of basic office equipment and supplies, mail and filing systems.

Administrative Support

- Acts as the Elections Saskatchewan key records management contact in terms of the development and ongoing maintenance of a records management system that addresses the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records both paper and electronic.



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- Manages the ongoing needs assessment and provision of a variety of key logistical needs across the office including cell phones, office space, office furniture and telephone land lines. This position is the key contact with service providers.
- Procures or makes arrangements to procure office equipment and supplies as required.
- Ensures ongoing organization and professional alignment of Head Office meeting rooms.
- Additional tasks as requested in order to support role of EASC.

Required Education, Knowledge, Qualifications and Experience

Typically, the knowledge, skills and abilities required for this position are obtained through completion of an office administration certificate from a recognized school/college and significant related experience in a senior administrative role. Significant experience using word processing, spreadsheet, presentation, email, and related office administration software is essential. An equivalent combination of education and experience will be considered.

Comprehensive knowledge of office management and administrative procedures and protocols.

Demonstrated ability to build effective, strong interpersonal relations, effectively interacting with people, respecting the needs and feelings of others, maintaining the self confidence and esteem of others.

Ability to lead, guide, coach, advise and encourage co-workers and assigned staff ensuring quality and quantity standards are met.

It is desirable that the person fulfilling this position have:

- A working knowledge of Election Saskatchewan's legal mandate, organizational structure, administrative policies, systems, and procedures as well as related government operational policies and practices.
- The ability to adjust to change and expanded work hours and an increasing workload.

Key Competencies

Communication- Written- to prepare correspondence, edit/proofread documents, and communicate accurately and clearly with others.
Oral – to communicate clearly and concisely with others, to provide direction; to build working relationships.

Confidentiality - to secure and protect information.



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- Coordination/ Planning - to coordinate services, calendars, meetings and other logistics.
- Interpersonal - to build effective, strong working relationships, effectively interacting with others and respecting others.
- Judgement Problem Solving - to determine priorities and what information needs to be shared.
- Organizational - to organize administrative services of the OCEO; to prioritize the work. to organize information; to maintain schedules, and ensure deadlines are met.
- Technical - of computers and applications to prepare correspondence, documents, for communicating (email, blogs, etc.). Ability to input, edit retrieve, format, transmit and link file data, create and generate queries, diverse reports and documents utilizing word processing, databases, spreadsheets, communications and other software packages with speed and accuracy.
- Supervision - to supervise staff and the work of staff;

Adherence to Organizational Values

Elections Saskatchewan knows that election management impacts everyone in the province and that it plays an integral role in ensuring the integrity of democratic processes within the province. It is the responsibility of Elections Saskatchewan, and everyone who works at Elections Saskatchewan, to contribute to this larger vision through their work and their actions, both personal and professional.

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must espouse the following values:

- Professionalism – We demand the highest standards in our performance.
- Impartiality – We are objective, fair and non-partisan.
- Innovation – We seek solutions that will propel us toward electoral modernization.
- Service – We go above and beyond to meet the needs of our stakeholders and the legislative requirements of election management.
- Accountability – We earn the trust of the people of Saskatchewan through commitment to legislation, best practices, and standards in election management.



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Adherence to Policy

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must adhere to the policies, procedures, and guidelines of Elections Saskatchewan, as well as relevant legislation, public health orders, or any other applicable employment related guidelines.