



---

**Administrative Assistant – BC Oil & Gas Commission, Fort St John**

**Grid 9 - \$37,606.53 - \$42,549.63\***

*\* Posted salary includes a Location Allowance of 3%*

**This opportunity is to fill an immediate vacancy in our Corporate Land Management Department, and to create an eligibility list for upcoming vacancies.**

---

**The Opportunity**  
**Project Assessment & Compliance Assurance – Corporate Land Management Department**

Administrative Assistants work in an environment where communications frequently concern complex, sensitive and urgent matters. The position will be called upon to ensure continuity of the office and the processing of urgent matters during the absence of the program supervisor.

Although knowledge of oil and gas industry operational practices is preferred, it is not required. The BC Oil & Gas Commission is seeking resumes from qualified professionals with ability to:

- Reference and apply a variety of policies/procedures/guidelines to determine an appropriate course of action.
- Plan and coordinate meetings involving a diverse range of participants and locations.
- Plan and coordinate travel arrangements.

**Qualifications**

Consideration will be given to those with:

- A combination of three years secretarial/stenographic/administrative support experience, education and/or training

Preference will be given to qualified applicants who demonstrate:

- Knowledge of advanced word processing, electronic time management and electronic messaging
- Knowledge of office administration and correspondence management policies and procedures
- Excellent oral and written communication skills

In submitting a resume and cover letter, you confirm you have reviewed the following job description for a complete list of duties and qualifications.

**Your application package should clearly outline how your skills and experience would qualify you for this position. We encourage all applicants to apply, even if they do not currently meet the qualifications as an employee development plan may be established for lesser qualified applicants to progress to the full working level. Classification and salary will be based on level of education, experience and training requirements. An eligibility list may be established. Occasional overtime work may be required.**

Please note applicants will only be contacted if they are selected to proceed further in the process. For additional information regarding this position, please contact Nicole Bennett at (250) 261-5700. You are also encouraged to view the OGC's [Website](#)

Competition: **09-020**  
Closing Date: **November 19, 2009**  
Apply to: **Oil and Gas Commission, 100 10003 110 Avenue, Fort St. John, BC, V1J 6M7**  
**FAX: (250) 787-3550**  
**E-Mail: [ogc.recruitment@gov.bc.ca](mailto:ogc.recruitment@gov.bc.ca)**  
For More Information: **Nicole Bennett**  
**250-261-5700**

POSITION TITLE	Administrative Assistant	POSITION #:	
DIVISION/UNIT:	Various	LOCATION:	Various
SUPERVISOR'S TITLE:	Various	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	Various	LOCATION:	Various
APPROVED CLASSIFICATION:	Grid 9	CLASS CODE:	
ENTERED BY:	Nicole Bennett	PHONE NUMBER:	250-261-2088

**PROGRAM**

The Oil and Gas Commission (The Commission) is the statutory authority in the regulation of the province's rapidly growing petroleum sector. Operating under a new governance model and overseen by a three-member Board of Directors, the Commission is a self-financed entity and a partnership among industry, governments and First Nations. The Commission is charged with the management and regulation of mounting conventional and unconventional oil and gas exploration, production and pipeline activities as well as increasingly diverse sector operations and infrastructure projects across the province.

**PURPOSE OF POSITION**

The position provides stenographic, administrative and program support services for the Oil and Gas Commission in an assigned program area.

**NATURE OF WORK AND POSITION LINKS**

The position works in an environment where communications frequently concern complex, sensitive and urgent matters. The position will be called upon to ensure continuity of the office and the processing of urgent matters during the absence of the program supervisor.

Position links include:

- Executive/Director/Manager/Supervisor: to obtain general direction.
- Corporate Services: to resolve expenditure and administrative concerns; obtain interpretation of financial and administration policies.
- Payroll and Human Resources: to resolve payroll and personnel problems.
- Oil and Gas industry: to obtain/provide information on inspections, compliance and enforcement procedures.
- General public: to receive complaints and explain procedures.
- Managers and staff: variety of support services

**SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

**Provides secretarial services by:**

- opening, sorting, dating, screening and recording mail;
- redirecting mail to outside parties and distributing information to other branch personnel;
- contacting branch staff to ensure expeditious response to correspondence;
- maintaining bring forward system to ensure deadlines are met on reports and correspondence;
- drafts routine correspondence and acknowledgements, and signing letters on behalf of the

department/team;

- transcribing letters, memoranda, reports, budgets, briefing notes and Treasury Board submissions from handwritten notes, shorthand or Dictaphone on word processor;
- responding to inquiries by telephone or in person from the general public, branch clients and ministry/government officials and redirecting calls to appropriate staff when necessary;
- arranging meetings for the Director and other branch staff with persons within and outside the Commission;
- making travel arrangements for the department/team, arranging travel advances and completing expense claim forms;
- setting up and maintaining branch filing system.

**Provides administrative and program support services by:**

- typing and distributing agendas for meeting and forwarding to designated participants;
- arranging date, time and place for meetings, booking meeting rooms, and arranging for special equipment (e.g., audio visual aids, etc.);
- conducting, as required, follow-up with participants concerning scheduling changes and distributing additional information;
- attending meetings to take and transcribe minutes and ensuring their distribution once approved by the Senior Manager.
- maintains financial management system, provides financial tracking and monitoring of budget expenditures, assists with preparation of budget estimates;
- maintaining and updating time sheets for region;
- processing travel vouchers and invoices including coding and checking for accuracy and completeness;
- acting as Leave Recorder to monitor vacations, leaves and other leave-related transactions;
- monitors progress concerning the status of application reviews and decision making outcomes
- providing systems administration for department/team data bases such as IRIS, COORS, Avanti, word, excel, Outlook, E-Forms, etc.;
- maintaining and updating Commission policy and procedure manuals;

**Other Duties as assigned**

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

**PROJECT /TEAM LEADERSHIP OR TRAINING**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers		Provides formal training to other staff	
Lead project teams		Assigns, monitors & examines the work of staff	

**FINANCIAL RESPONSIBILITY**

Participates in Branch budget development, tracking, monitoring, projection, and recommendations.

**WORKING CONDITIONS/SPECIAL REQUIREMENTS/TOOLS & EQUIPMENT**

- Frequent use of computer software such as word, excel, outlook, etc
- Daily operation of Desktop Computers, Printers, Photocopiers, Fax Machines, Scanners
- This position will require the incumbent to balance, bend, lift, climb, stoop, kneel, crouch, and reach while working with Office Materials/Equipment/Machines (eg: changing toners or refilling paper in machines, handling files or other like materials).
- Incumbent must be able to lift up to 20 pounds in the course of day to day work (eg: packages/deliveries, moving boxes of files).
- Incumbent may be asked to work off site, or out of the office during the course of day to day work (off-site

file storage, off-site errands/deliveries), which will include exposure to daily weather conditions.

- A valid class 5 Drivers License is required.

#### PREPARED BY

NAME:	DATE:
-------	-------

#### EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: August 30, 2005.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
-------	------------	-------

#### SELECTION CRITERIA

##### Education:

- A combination of three years secretarial/stenographic/administrative support experience, education and/or training
- Experience/training in keyboarding, word processing, spreadsheets and other standard computer applications and programs (e.g. Word, PowerPoint, data bases, Outlook)
- There will be different combinations of relevant experience, education and/or training that would result in the person meeting the above standards. Completion of a related certificate program from a recognized post-secondary institution is preferred.

##### Knowledge Skills and Abilities:

- Knowledge of advanced word processing, electronic time management and electronic messaging
- Knowledge of office administration and correspondence management policies and procedures
- Excellent oral and written communication skills
- Establish and maintain effective working relationships with a variety of individuals or groups
- Good interpersonal skills
- Organize own workload effectively, efficiently and independently, achieving results within acceptable timeframe
- Use computer applications to enter and retrieve data, access information and produce and edit a variety of documents and reports
- Ability to reference and apply a variety of policies/procedures/guidelines to determine an appropriate course of action.
- Ability to plan and coordinate meetings involving a diverse range of participants and locations.
- Ability to plan and coordinate travel arrangements.

#### KEY COMPETENCIES

1. **Adaptability** - Willingness and ability to effectively work in and adapt to change
2. **Initiative** - Takes the initiative to identify new challenges or opportunities
3. **Personal Development** - Takes responsibility for personal development
4. **Professionalism** - Promotes a positive image of the organization by taking personal responsibility for one's role and acts consistent with OGC values
5. **Communication** - Ability to clearly convey and receive messages
6. **Teamwork** - Working cooperatively and productively with others to achieve results
7. **Contributes to a Positive Work Environment** - Behaves in a manner that supports the organization and colleagues
8. **Service Orientation** - Takes personal responsibility for addressing client questions and concerns
9. **Process Improvement** - Proactively identifies process improvements and takes the appropriate steps to implement them
10. **Focus on Priorities** - Is able to identify priority activities and remains focused on the highest priorities
11. **Detail Oriented** - Sets and attains high standards for quality and accuracy in work
12. **Problem Solving** - Uses critical thinking skills to solve problems and achieve effective solutions