

# LEGISLATIVE ASSEMBLY OFFICE JOB PROFILE



## OFFICE OF THE CLERK EXECUTIVE ASSISTANT TO THE CLERK

January 2025

The Clerk of the Legislative Assembly of Alberta is the chief administrator of the Legislative Assembly Office (LAO) and fulfills the traditional role as chief procedural adviser to the Speaker, Members and staff of the Assembly.

The Executive Assistant to the Clerk provides executive-level administrative support to the Clerk in carrying out their strategic role and is responsible for managing the daily administration of the Office of the Clerk. This position works with considerable independence in a dynamic environment, acting as the first line of contact for the Office of the Clerk.

This position operates in accordance with the *Legislative Assembly Act*, Standing Orders, LAO policies, procedures and protocols, and direction from the Speaker, the Members' Services Committee and the Clerk.

### Responsibilities

1. Provide leadership and manage the day-to-day operations and logistics of the Office of the Clerk.

#### Activities:

- provide executive-level support to the Clerk in the ongoing operation of the branch and identifying work-related concerns, provide recommendations and solutions and implement administrative procedures and best practices while ensuring compliance with the LAO policies and practices
- project a positive image and serve as the primary contact for the Office of the Clerk and ensure that information coming from and going to the Clerk is accurate and timely
- co-ordinate, monitor, track and manage priority items and initiatives of importance or concern to the Clerk
- provide executive-level administrative and logistical support to the Clerk in preparation for and during sessions of the Legislature, anticipating requirements and ensuring a high level of responsiveness
- provide high-level sessional support; work with Table Officers, draft the Clerk's daily documents for session as required
- responsible for dealing with highly confidential and sensitive information and for the management and coordination of sensitive correspondence and executive priorities
- identify critical issues with potential impact to the operation of the Office of the Clerk; recommend solutions and courses of action to deal with issues, including identifying and drafting responses on behalf of the Clerk
- compile complex research, summarize and assemble information, draft professional business correspondence and briefing materials
- ensure that key initiatives are progressing and stakeholders receive a high level of support from the Office of the Clerk and have their queries met in a timely manner
- develop, document and implement administrative systems and processes to enhance overall efficiencies within the Office of the Clerk
- understand and anticipate the requirements of the Office of the Clerk in order to plan for resource allocation, utilization and the smooth delivery of services
- document and distribute minutes and action items on behalf of the Office of the Clerk to capture management meetings, executive team meetings and Speaker-Clerk discussions

2. Oversee and resolve issues that may come up regarding the schedule of the Clerk, ensuring the smooth operation of the Office of the Clerk.

**Activities:**

- use judgement and knowledge of branch issues, priorities and relationships to respond to requests for meeting with the Clerk by booking appointments or referring requests for meetings to senior branch staff
- ensure the Clerk's schedule is coordinated to facilitate effective management of the Clerk's time
- schedule and organize meetings involving the Speaker, Members and staff of the Assembly and external stakeholders
- collect and prioritize discussion items for meetings; prepare agendas, minutes and briefing notes and follow up on action items as requested
- ensure travel and accommodation arrangements are made and expense accounts are prepared and submitted for the Clerk in an accurate and timely manner

3. Assist in project management and public relations activities on behalf of the Office of the Clerk.

**Activities:**

- participate in cross-organizational initiatives and ad hoc working groups representing the Office of the Clerk
- coordinate cross-organizational projects on behalf of the Office of the Clerk, including identifying and working with branch team members, proposing project timelines and managing project deliverables
- work on short- and long-term assignments on a variety of organizational issues
- establish effective working relationships with external clients, VIPs, the Office of the Speaker, MLAs, caucus, constituency and LAO staff by providing information and service, whether in a consulting, advisory or public relations role
- liaise with the Office of the Speaker to provide ongoing and special project support

4. Provide financial administrative support and maintain efficient and effective financial procedures in supporting the Clerk Assistant.

**Activities:**

- develop financial processes and procedures for the Office of the Clerk that align with the established processes of the LAO and implement once approved by the Clerk
- liaise with Financial Management (FM) on budgetary and financial reports for the Office of the Clerk to ensure accurate fiscal processes
- forecast expenditures and prepare budget information within LAO guidelines for the Office of the Clerk under the direction of the Clerk
- review the Office of the Clerk budget on an ongoing basis to ensure expenses are on track, and bring any variances or concerns forward for discussion
- prepare and maintain monthly, annual and ad hoc reports on the Office of the Clerk expenditures to assist in the tracking and analysis of the Office of the Clerk expenses
- participate in fiscal year end processes and account for the Office of the Clerk expenditures and the timely calculation of accruals
- complete purchase orders, invoices, contracts, et cetera, for processing and payment, liaising with FM staff

5. Support the overall operational functions of the LAO in order to meet the goals and objectives in the provision of support to the Legislative Assembly.

**Activities:**

- contribute as an active team member to LAO initiatives, which may include supporting the Clerk, the Speaker and participating in the preparation and execution of ceremonial and conference functions
- participate in planning, implementing and monitoring of services required to ensure a smooth transition from Legislature to Legislature, which includes assisting new Members and staff during pre- and postelection activities
- demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately
- oversee the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
- demonstrate support for a positive workplace culture and the valued behaviors pursuant to the respectful workplace policy

### **Scope**

- carries out responsibilities with considerable independence
- acts as a liaison to all levels of client groups, including MLAs, the Speaker's Office, constituency and caucus office staff, management and staff of the LAO, representatives from other jurisdictions, visiting dignitaries and guests
- services provided have a broad impact on the LAO
- role impacts the efficient and effective delivery of services to the Legislative Assembly and reflects the nonpartisan role of the LAO
- works under the direction of the Clerk of the Legislative Assembly
- carries out day-to-day responsibilities and follows outlined policies, procedures and precedents
- serves as a liaison with MLAs, and other internal and external contacts on behalf of the Clerk as required
- required to organize tasks, respond to changing priorities and communicate effectively with a variety of individuals
- poor judgement or errors result in significant embarrassment directly to the Clerk, the Speaker, the LAO or Alberta as a whole
- services provided impact the efficient operation of the Office of the Clerk in coordinating and delivering procedural advice in the House and managing the operations of the LAO

### **Knowledge, Skills and Abilities**

- postsecondary degree or diploma in a related field such as political science, English, or business
- six to eight years progressive and related experience in an executive-level administrative capacity
- excellent interpersonal skills with the ability to communicate clearly and effectively, both verbally and in writing
- an awareness of political sensitivities and of the interests of diverse stakeholders is required
- sound knowledge and experience in the areas of budgeting, accommodations, expenditure control and other specialized administrative support systems
- capacity to be highly flexible and react to constantly changing demands, assignments and priorities and to meet tight deadlines
- ability to build relationships with internal and external clients, demonstrate positive customer service ethics, project a professional and nonpartisan attitude and exercise tact and judgement in all interactions
- well-developed organizational, prioritization and time-management skills to manage multiple assignments simultaneously within time and resource constraints

- ability to work within a team environment as well as independently to support the goals of the LAO
- high degree of organizational awareness, including the goals, objectives, policies, procedures and protocol of the LAO
- ability to build relationships, project a professional and nonpartisan attitude in all interactions with internal and external clients while maintaining a strong commitment to client service
- ability to influence and lead others in formal leadership positions
- sensitivity, tact and strong public relations skills
- strong critical thinking skills with capacity to independently problem solve without detailed instruction and supervision
- ability to present information in a clear, concise and accurate manner
- knowledge of parliamentary procedures and overall functions of the Legislative Assembly Office
- knowledge of protocols, procedures and etiquette for ceremonies and special events
- strong computer skills in word processing, spreadsheet, database and Internet applications
- knowledge of the *Freedom of Information and Protection of Privacy Act*