



Job Specification

Position Title: DESIGN SERVICES CLERK
Job Code: OPSEU - Office Administration 09, 09OAD
Job ID: 34429

Purpose of Position:

To coordinate, monitor, and maintain the acquisition and administration of consultant assignments for the various sections of the Regional Engineering and Construction Offices and Districts and provide financial reports and analysis to assist in operational and ongoing reviews of consultant budget performance. To administer the collection and provide analysis of performance measurement data and to assist in financial budgeting and control for the Engineering Office. To coordinate training and development plans for all Engineering Office staff.

Duties/Responsibilities:

Job requires:

1. Providing advice and guidance to Project Managers, Engineers and others on the consultant acquisition process and guidelines, providing information on timing, steps in process, information and documentation required, producing information and reports to assist Project Managers/Engineers with consultant project management.
2. Analyzing and monitoring financial performance of consultant services; reviewing annual budgets and expenditure reports, identifying funding shortages or surpluses and explaining variances, preparing and analyzing expenditure forecasts, maintaining a concise and accurate information system to allow tracking of the current status of consultant acquisitions and management.
3. Conducting a variety of financial analysis of consultant expenditures; performing in-depth reviews and summaries of historical data. Preparing reports on statistical data.
4. Liaising with Consultants, Head Office and other Regional Offices with respect to administration of consultant agreements, invoices and addenda including coordinating the preparation of all submissions to Head Office such as consultant assignment recommendations, consultant agreements, addenda requests, consultant appraisals and agreement close off.
5. Developing and recommending improvements to procedures and processes for monitoring and reporting on consultant assignment expenditures, designing and recommending implementation of new reports which enhance availability of information.
6. Maintaining and updating both electronic and hard copy files, reports, and other statistical information.
7. Assisting the manager in coordinating the Engineering Office budget by providing administrative services in support of the financial administration of the Engineering Office's fiscal budgets and maintaining budget calendarization and forecasting processes by: setting up budgets on financial spreadsheets based on approved allocations and spending plans, developing processes for producing/distributing data required for financial/budget forecasting and reforecasting, coordinating and preparing financial expenditure reports.
8. Ensuring the accuracy of the Consultant Performance Management System; administering the collection of performance measurement data and production with regard to data from all sections within the Engineering Office; preparing performance budgeting reports, unit cost reports and other management reports as requested.
9. Performing administrative and clerical activities related to Training and Development for the Engineering Office by liaising with Training Coordinator on course enrolment and attendance; ensuring training and development opportunities are communicated to Engineering Heads, supervisors and/or staff; coordinating the Engineering general training budget (i.e. allocation, expenditure, effective utilization).
10. Occasional overnight travel is a requirement of the position.

Knowledge:

Job requires knowledge of government policies, directives, and procedures to provide advice and guidance to Project Managers/Engineers and others on the consultant acquisition process and guidelines, information on timing, steps in process, documentation required, producing information and reports to assist with the consultant management process. Job requires knowledge of financial accounting and budgetary principles and practices to analyze and monitor financial performance of consultant services by maintaining a concise and accurate information system to allow tracking of the current status of consultant acquisition and management (e.g. 2 month and 1 month internet postings, Expressions of Interest, Requests for Proposals/Quotations, TPM Agreements, consultant invoices, addends). Job requires knowledge of computers and applicable software packages such as Excel, Word, Access, Walker, Internet to enter, extract, and manipulate information in spreadsheet databases to prepare reports. Job requires knowledge of data and information management to administer the collection of performance measurement data, maintaining and updating both electronic and hard copy files, reports, and other statistical information; developing processes for producing and distributing data required for financial/budget forecasting, coordinating and preparing financial expenditure reports. Job requires knowledge of training and development programs for the Engineering Office by liaising with training coordinators on course enrolment and attendance; ensuring training and development opportunities are communicated to Engineering Heads, Supervisors and staff.

Skills:

Job requires analytical skills to perform data analysis such as budget variances, and explanation of causes or sources of variances; to develop and recommend improvements to monitoring and reporting procedures, designing new reports to meet information needs of financial managers. Job requires oral communication skills to explain policies, procedures, and directives on the consultant acquisition management process to Project Managers/Engineers and staff; liaising with Consultants, Head Office and other Regional office staff with respect to administration of consultant agreements, invoices and addenda. Job requires written communication skills to prepare written reports and explanation of budget and ensuring variances. Job requires organizational skills to ensure timely production of financial and consultant management reports and provision of information to financial managers, supervisors, Project Managers/Engineers; to set up reports and spreadsheets to meet needs of Section Heads. Job requires mathematical skills to assist the Manager in coordinating the Engineering Office budget by providing administrative services in support of the financial administration of the Engineering Office's fiscal budgets; maintaining budget calendarization and forecasting processes by setting up budgets on financial spreadsheets based on approved locations and spending plans. Job requires computer skills when accessing the internet for advertisement of consultant assignment and vendor registration; setting up budgets on financial spreadsheets, preparing budgeting reports, unit cost reports and other management reports as requested.

Freedom of Action:

Job requires working within Ministry and government policies, directives, and guidelines for consultant acquisition and management processes but has freedom to make work related decisions independently. Job requires reviewing incoming consultant invoices for proper format, adherence to Ministry policies and consultant agreement, determining whether invoices exceed the agreement amounts for fees and disbursements and advising Project Manager/Engineer, and/or consultant when errors are detected suggesting appropriate action based on precedent/experience. Job requires judgement and tact when handling privileged information. Job requires identifying problems or potential problems, taking appropriate action as deemed necessary to resolve. Work is reviewed by supervisor/manager for completeness and content. Job refers to supervisor/manager problems or issues which involve changes/exceptions to procedures and policies (e.g. Expedited requests for processing assignments). Job requires a high degree of self-motivation and initiative while performing duties under minimal supervision.