

POSITION DESCRIPTION

Administrator

POSITION SUMMARY / PURPOSE

The purpose of this position is to provide administrative support to the Clerk, Executive Operations Manager, Deputy Clerk, and Table Officers as required. The position serves as a primary point of contact for Members of Provincial Parliament, staff, the general public, and external stakeholders, ensuring efficient and professional delivery of services within the Clerk's Office.

The position combines front-line reception and information services with administrative and parliamentary support responsibilities, including coordination of confidential information, official legislative documentation, financial processing, correspondence management, records administration, Board of Internal Economy (BOIE) support, and records digitization activities.

DUTIES & RESPONSIBILITIES

1. Receive and provide information in response to general enquiries from Members, staff, and the general public. Greet visitors to the Clerk's Office, determine the nature and purpose of visits, and direct or refer individuals to appropriate persons or offices. Screen telephone, email, and in-person inquiries and respond to general questions regarding Assembly programs and services.
2. Perform administrative duties for the Clerk, Executive Operations Manager, Deputy Clerk, and Table Officers as required, including scheduling appointments for the Clerk, maintaining calendars, coordinating meetings, preparing agendas, distributing briefing materials, and arranging logistical requirements.
3. Receive, open, review, sort, and distribute incoming mail and electronic communications. Prepare routine correspondence, maintain mailing lists, and ensure timely routing of documents and information. Coordinate arrangements for outgoing mail and courier services.
4. Maintain confidential records and filing systems in both electronic and paper formats, including bring-forward systems, archives, file registries, and retention schedules. Handle highly confidential parliamentary, legal, personnel, and financial information in accordance with established policies and procedures.
5. Coordinate and maintain Members' Public Disclosure Statements and other official records for access by Members, staff, researchers, media, and the public as required.
6. Prepare for the Royal Assent of Bills, including communication with the Lieutenant Governor's Office; prepare scrolls and parliamentary notices for publication in the Ontario Gazette; prepare official documents required for the Speaker's signature relating to appointments, committee appearances, and House vacancies; and prepare official documents for signature and processing.
7. Prepare and maintain pre-election and post-election materials and documentation.
8. Conduct research and compile briefing materials for the Clerk, Executive Operations Manager, Deputy Clerk, and Table Officers in support of conferences and other parliamentary business as required. Assist with the preparation of Member itineraries, briefing materials, country notes, and electronic binders for conferences and official travel.
9. When required, arrange business programs, visits, and delegations for guests of the Legislative Assembly, ensuring visitors have the opportunity to meet with officials of the Assembly in the stated areas of interest.
10. Assist the Executive Operations Manager in her role as Assistant Secretary in administering and coordinating the activities of the Commonwealth Parliamentary Association, Ontario Branch, including preparation of briefing materials, country notes, and electronic binders.
11. Make travel arrangements, organize conference registration and travel documentation, including program material, itineraries and expense reports for the Clerk, Executive Operations Manager, Table staff and Members in connection with attendance at seminars, conferences or any other Parliamentary business. Provide follow-up services after conferences as required.

12. Assist in preparing budget estimates for the Office of the Clerk. Monitor expenditures, review financial reports, reconcile invoices, and report variances or discrepancies to the Executive Operations Manager.
13. Process purchase requisitions, invoices, and expense claims in accordance with established financial policies and procedures. Reconcile purchase requisitions against goods received and bring discrepancies to the attention of the Executive Operations Manager.
14. Maintain inventory of office supplies and equipment. Initiate purchasing processes and coordinate maintenance, servicing, or repair of office systems and equipment as required.
15. Provide photocopying, document production, and general administrative support services as required.
16. Assist with the digitization of Board of Internal Economy (BOIE) files and provide backup support to the Executive Operations Manager in her role as Assistant Recording Secretary, including preparation of agendas, minutes, correspondence, and meeting materials for Commissioners and Members regarding outcomes of BOIE meetings. Act as backup during senior management meetings by assembling materials, preparing agendas, and recording minutes as required.
17. Coordinate the digitization of files within the Clerk's Office, including files of the Office of Parliamentary Counsel, ensuring records management requirements are adhered to. Act as the Branch Records Liaison.
18. Perform backup administrative duties during staff absences to ensure continuity of operations.
19. Perform other related duties as required and maintain current knowledge of administrative, financial, records management, and parliamentary procedures and systems.

JOB REQUIREMENTS

Training / Knowledge

- Completion of post-secondary education in Office Administration, Business Administration, Public Administration, or a related field, or an equivalent combination of education and experience.
- 1–3 years of progressive experience in providing administrative support in an executive office environment.
- Knowledge of Clerk's Office operations, legislative procedures, and parliamentary documentation sufficient to support preparation of official documents and procedural materials.
- Knowledge of financial management practices, budgeting, purchasing, and invoice processing procedures.
- Knowledge of office administration, records management, records digitization, and reception/customer service functions.
- Proficiency in computer systems and software applications used for correspondence, records, document management, and financial administration.
- Advanced oral and written communication skills in English and French.

Judgement

The position works under the direction of the Executive Operations Manager. Within established administrative and operational policies and procedures of the Office, the incumbent organizes and prioritizes their own work and determines the best use of available resources while balancing competing demands. Judgment is exercised in responding to correspondence and inquiries, determining urgency and priority of matters, handling confidential information, coordinating reception and administrative activities, maintaining records systems, and preparing documents and financial reports.

Confidentiality

The position operates within a highly confidential environment involving parliamentary, legal, personnel, and financial information. Strict confidentiality and discretion are required at all times.

Impact

Errors in the provision of information, preparation of documentation, maintenance of records, processing of financial transactions, records digitization activities, or coordination of administrative and parliamentary activities may result in delays, financial loss, reputational impact, disruption to legislative processes, and reduced effectiveness of services provided by the Office of the Clerk.

Contacts

The position maintains regular contact with Members of Provincial Parliament, Assembly staff, government officials, external organizations, and members of the public. All interactions require professionalism, tact, discretion, and the ability to communicate information accurately and efficiently.

Supervision

No formal supervisory responsibilities.

Working Environment

The position operates a computer workstation and requires daily use of keyboarding and related office equipment. Duties involve a combination of sitting, standing, walking, and bending, with the ability to change position as required. The role requires sustained concentration, frequent interruptions, management of confidential information, and the ability to manage competing priorities in a fast-paced office environment.