

Job Description

Title:	Program Administrator	Position Number:	
Location:	Victoria, BC	Job Category:	Office Admin
Group:	Victoria Operations	Compensation:	
Nature of Work:	Fulltime, permanent	Travel:	Occasional
Supervisor's title:	Manager, Local Government Program Services	Supervisor's Position Number:	

Purpose:

The Program Administrator provides administration services to support the operation of UBCM Program Services (Local Government Program Services).

Accountabilities:

1. Provides UBCM Program Services-related administrative services.
 - a. Acts as the main point of contact for program information.
 - b. Receives, tracks, validates and records program applications.
 - c. Processes, monitors and amends funding agreements.
 - d. Receives, tracks and validates claims, progress, interim and/or final reports.
 - e. Follows-ups with clients/stakeholders (e.g. consultants, local/ provincial/federal government representatives, agency representatives, and members of the public) to obtain/clarify information and resolve issues.
 - f. Supports program-related communications and outreach
 - g. Provides information/records management services, including system administration for the information management systems.
2. Provides a variety of administrative services:
 - a. Provides logistical support to meetings and events.
 - b. Prepares a variety of documents e.g. agendas, minutes, correspondence, memos, reports, etc.
 - c. Updates databases, compiles statistics and prepares reports.
 - d. Provides records management services, within established security, retention and archiving parameters.
 - e. Provides information in response to inquiries.
3. Provides a variety of financial and accounting services:
 - a. Performs basic accounting, maintains financial records and prepares payment requisitions.
 - b. Performs reconciliations and variance analysis, and resolves anomalies.
4. As a member of UBCM's administrative services team, collaborates on assignments and contributes to the accomplishment of objectives.
5. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.

6. Performs other related duties.

Job Requirements:

Education:

- Diploma in office administration or other relevant discipline, preferred

Recent (within the past 5 years), related, experience:

- Must have 2 years of relevant experience, providing administrative services in support of funding programs
- Must have experience using standard office software
- Must be currently eligible to work in Canada
- Must be able to obtain and maintain security clearance as a condition of employment

Knowledge of:

- UBCM's mandate and priorities
- The role of each level of government
- Standard office administration policies, standards and practices
- Standard office software including an extensive knowledge of Microsoft Excel and databases
- Business English
- Basic accounting/bookkeeping

Skills and Abilities:

- Written and oral communication skills and attention to detail when communicating
- Able to manage multiple priorities and consistently produce results within timelines
- Analytical and problem solving skills
- Able to develop and maintain positive working relationships with colleagues, clients (including elected officials) and members of the public while upholding the highest standards of tact, discretion and professionalism
- Advanced spreadsheet skills (e.g. Microsoft Excel) and able to use other standard office, accounting software, and databases.

Approvals:

Approved by:

Date: