

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

<b>Purpose:</b>
The Program Administrator provides administration services to support the operation of UBCM Program Services (Local Government Program Services).

<b>Accountabilities:</b>
<ol style="list-style-type: none"> <li>1. Provides UBCM Program Services-related administrative services.             <ol style="list-style-type: none"> <li>a. Acts as the main point of contact for program information.</li> <li>b. Receives, tracks, validates and records program applications.</li> <li>c. Processes, monitors and amends funding agreements.</li> <li>d. Receives, tracks and validates claims, progress, interim and/or final reports.</li> <li>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.</li> <li>f. Supports program-related communications and outreach</li> <li>g. Provides information/records management services, including system administration for the information management systems.</li> </ol> </li> <li>2. Provides a variety of administrative services:             <ol style="list-style-type: none"> <li>a. Provides logistical support to meetings and events.</li> <li>b. Prepares a variety of documents e.g. agendas, minutes, correspondence, memos, reports, etc.</li> <li>c. Updates databases, compiles statistics and prepares reports.</li> <li>d. Provides records management services, within established security, retention and archiving parameters.</li> <li>e. Provides information in response to inquiries.</li> </ol> </li> <li>3. Provides a variety of financial and accounting services:             <ol style="list-style-type: none"> <li>a. Performs basic accounting, maintains financial records and prepares payment requisitions.</li> <li>b. Performs reconciliations and variance analysis, and resolves anomalies.</li> </ol> </li> <li>4. As a member of UBCM's administrative services team, collaborates on assignments and contributes to the accomplishment of objectives.</li> <li>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.</li> </ol>

6. Performs other related duties.			
Job Requirements:			
<p><u>Education:</u></p> <ul style="list-style-type: none"> <li>• Diploma in office administration or other relevant discipline, preferred</li> </ul> <p><u>Recent (within the past 5 years), related, experience:</u></p> <ul style="list-style-type: none"> <li>• Must have 2 years of relevant experience, providing administrative services in support of funding programs</li> <li>• Must have experience using standard office software</li> <li>• Must be currently eligible to work in Canada</li> <li>• Must be able to obtain and maintain security clearance as a condition of employment</li> </ul> <p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> <li>• UBCM’s mandate and priorities</li> <li>• The role of each level of government</li> <li>• Standard office administration policies, standards and practices</li> <li>• Standard office software including an extensive knowledge of Microsoft Excel and databases</li> <li>• Business English</li> <li>• Basic accounting/bookkeeping</li> </ul> <p><u>Skills and Abilities:</u></p> <ul style="list-style-type: none"> <li>• Written and oral communication skills and attention to detail when communicating</li> <li>• Able to manage multiple priorities and consistently produce results within timelines</li> <li>• Analytical and problem solving skills</li> <li>• 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</li> <li>• Advanced spreadsheet skills (e.g. Microsoft Excel) and able to use other standard office, accounting software, and databases.</li> </ul>			
Approvals:			
Approved by:		Date:	