



**JOB DESCRIPTION FORM**

<b>POSITION (PID) #</b>		<b>690006</b>			
<b>IDENTIFYING INFORMATION</b>			<b>POST CERTIFICATION</b>		
Post Title	Administrative Assistant		Print Name	Signature	Date
Present Grade	PS 12-14		Prepared By		
Department/Section	Conservation Services/ Bermuda Aquarium, Museum and Zoo (BAMZ)		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
<b>POST STATUS</b>			<b>POST TRANSFER (if applicable)</b>		
	New Post	Revised Post	Redefined Post	Previous Title	Secretary
Date		9 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Previous Ministry	Environment
Last Review Date	26 Sept. 2002			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	14-16	1 Oct 10	[Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES	%
1. Administrative duties	70%
2. Secretarial and clerical duties	25%
3. Associated duties	05%
	<b>TOTAL = 100%</b>

**2. SUMMARY OF ACCOUNTABILITY**

2.1 What specifically is this post accountable for?

The post is accountable for providing professional and timely administrative, secretarial and clerical duties on behalf of the Principal Curator, to enable him/her to discharge the duties and responsibilities of the Office in an effective and efficient manner. The post holder also performs associated duties, as requested by the Principal Curator. All duties are performed in accordance with the departmental policies and procedures.

2.2 Briefly describe the level of decision making authority held by this post.

The Administrative Assistant has the authority to make decisions and provide recommendations from limited alternatives with respect to the administrative and secretarial functions of the Section. The post makes decisions on the arrangements for meetings, accuracy of documents and the content of the minutes. All decisions are made in accordance with the Departmental policies and procedures.

2.3 To which position does this post report directly? Principal Curator.

**3. ESSENTIAL KNOWLEDGE & SKILLS**

List the key knowledge and skills required to fulfill the *minimum requirements* of the post under the following categories.

3.1 General Knowledge / People Skills (Soft Skills).

The Administrative Assistant must possess good organisational, time management, inter-personal, communications, problem solving and decision making skills. The post holder must also have good customer relations skills, which will enable her to relate to a wide client base.

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The Administrative Assistant must be technically competent in Microsoft Suite and graphic design. The post holder must have a good knowledge of Government and Bermuda's natural history.

**4. MINIMUM EXPERIENCE REQUIRED**

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

- No previous experience required   
 Minimum one (1) year   
 Minimum two (2) years  
 Minimum three (3) years   
 Minimum five (5) years   
 Minimum ten (10) years

**4.1 Identify specific experience.**

A minimum of two (2) years' relevant experience undertaking administrative and secretarial duties at a senior level is required for the post.

**5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED**

- Secondary School Graduation Certificate   
 Apprenticeship/College Certificate   
 College Diploma  
 Associates Degree   
 Advanced or Specialist Qualification   
 Bachelors Degree  
 Masters Degree   
 Professional Designation (Includes Chartered Status)   
 Doctorate  
 Other

5.1 Please list the title of the academic qualification / professional designation required:  
The post holder must have successfully completed the BSC or equivalent and a Secretarial Certificate of one (1) year's duration.

5.2 List any special licenses, registrations or certifications required for this job:  
N/A

**6.0 RESOURCES UNDER MANAGEMENT****6.1 Management and Supervision of Staff**

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

**Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.**

1. N/A

**6.2 Non-Staff Budget and Revenue Streams**

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

- None   
 Has Direct Management Responsibility   
 Is the Accounting Officer

6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

- None   
 Less than \$500k   
 \$500k to \$2m   
 \$2m to \$10m   
 \$10m to \$40m   
 Greater than \$40m

**6.3 Infrastructure for Vital Government Services** (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?

- No   
 Yes. Has Direct Management Responsibility   
 Yes. Is Ultimately Responsible

6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?

<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

## 7. Additional Information

The Administrative Assistant should be a team player, providing good customer service to both internal and external clients, using discretion and good judgement, as needed. He/she should show initiative, be a self-starter and able to work independently and be flexible and willing to work irregular hours on occasion to meet deadlines.

## DUTIES AND RESPONSIBILITIES OF THE POST

### 8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST

(Please use the same Headings for Main Duties as Listed in Section 1.0)

#### 8.1 ADMINISTRATIVE DUTIES

- 8.1.1 Provides a wide range of administrative services on behalf of the Principal Curator, to enable him/her to discharge his/her duties and responsibilities in an efficient and effective manner.
- 8.1.2 Co-ordinates the administrative activities, including storing, retrieving and integrating information for dissemination to the staff and clients, via the telephone, mail, e-mail, etc.
- 8.1.3 Receives all documents to the Principal Curator, records in the incoming mail log and forwards, for attention. Provides files/documents he/she will require to respond to correspondence, prepares appropriate correspondence/responses and submits to the Principal Curator, for attention and signature.
- 8.1.4 Arranges meetings on behalf of the Principal Curator and records, transcribes and disseminates the minutes of the meetings. Prepares, in consultation with the Principal Curator, the agenda for the meetings and distributes to those who are required to attend. Arranges and prepares meeting rooms and orders supplies, as necessary. Calls the individuals, who are required to attend, to confirm their attendance and advises the Principal Curator, accordingly.
- 8.1.5 Provides the Principal Curator with any document/information he/she will require for the meetings, including reports, files, etc. Follows up on actions(s) to be taken and reports to him/her, accordingly.
- 8.1.6 Arranges travel on behalf of the Principal Curator, secures the necessary approval, raises the purchase order in respect to the travel arrangements and submits all travel claims/expenses for payment. Secures itineraries so that he/she can be contacted in case of emergencies.
- 8.1.7 Inputs data into the computer, as necessary and maintains the MSDS computer database.
- 8.1.8 Manages the documentation relating to the summer employment programme for junior staff.

#### 8.2 SECRETARIAL AND CLERICAL DUTIES

- 8.2.1 Undertakes, on behalf of the Principal Curator, a range of secretarial duties to support him/her in fulfilling his/her duties and responsibilities. Such duties include the typing and preparation of reports, memoranda, statistical reports, speeches, general correspondence, circulars, etc. All typing undertaken must be proof read for accuracy before submission to the Principal Curator, for review and signature.
- 8.2.2 Answers the telephone for the Principal Curator, re-directs calls, as necessary, and responds to routine queries from visitors and the general public, as appropriate. Maintains the diary of the Principal Curator, advises him/her of all appointments and receives visitors to the Office of the Principal Curator and assist their needs until he/she is available.
- 8.2.3 Determines, in cases where visitors without appointments come to the Office, the nature of the visits and, if the Principal Curator is available, ascertains whether he/she is willing to see the visitor(s). If he/she is unavailable, makes appointments and advises the Principal Curator, accordingly.
- 8.2.4 Maintains the filing system on behalf of the Principal Curator, sets up files and files all relevant documents appropriately. Removes files that are no longer active for storage and shredding, as necessary, and monitors the movement of files from the system.
- 8.2.5 Undertakes all clerical duties associated with the provision of administrative and secretarial services, including photocopying, collating, filing of documents and materials, etc.
- 8.2.6 Compiles and types articles, reports etc., as required, including compilation of departmental monthly reports, correspondence, information, directories and forms, etc. Ensures that staff meet deadlines for the presentation of reports, etc. Produces temporary signage in graphic layout programmes, as requested.
- 8.2.7 Provides the Office of the Principal Curator and the general office with all the necessary equipment, materials, paper etc. and ensures that the equipment is properly maintained and serviced. Maintains an

inventory of essential office supplies and manages the acquisition and distribution of these items.

8.2.8 Ensures the safe custody of all items in the Office of the Principal Curator and ensures that the offices are clean and tidy at all times.

### **8.3 ASSOCIATED DUTIES**

8.3.1 Provides relief switchboard duties, as needed.

8.3.2 Undertakes associated duties, as requested by the Principal Curator.