

TITLE: RESOURCE AND CONTRACT ADMINISTRATOR

CLASSIFICATION: CLERK 11

MINISTRY: FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

WORK UNIT: REGIONAL OPERATIONS

SUPERVISOR TITLE: VARIOUS

SUPERVISOR POSITION #: VARIOUS

JOB OVERVIEW

The Resource and Contract Administrator provides technical and administrative support for resource authorizations and other regional operations programs. This position may also provide front line service to clients of the provincial government's natural resource agencies.

ACCOUNTABILITIES

- Receives applications for resource authorizations (e.g., licences, permits and leases) and prepares the appropriate legal document for issuance including the applicable clauses to be included based on direction from authorizations staff.
- Provides advice and guidance to resource officers, licensees and clients on procedural aspects of tenure administration, finance deposits, fees and related annual rent billings. Understands appropriate legislation, policy and procedures, and explains requirements to the public, applicants and staff; exercises judgement on arising issues.
- Verifies and confirms the legal identity and status including the financial standing of licensees/permittees prior to issuance, transfers, extensions, amendments, deletions, renewals and determination of resource documents.
- Provide quality assurance for documents by ensuring legal and document policy requirements are met.
- Responsible for the procedural administration of resource tenures including issuance, transfers, extensions, amendments, deletions, postponements, surrenders, closures, replacements, renewals and determinations including using tracking systems, data integrity and system updates.
- Calculates and processes authorization payments, fees, bids, securities, and other monetary instruments pertaining to resource tenures in an accurate and timely manner. Records and maintains detailed documentation of money received in tracking systems and databases (e.g., FTA).
- Prepares documents for the release of security deposits for resource tenure deletion. Upon direction from authorizations staff, prepares and generates the monthly and/or annual rental billings to holders of licenses, permits and/or leases. Produces and reviews monthly reports to track and monitor billing activity; recommends action as required.
- Communicates with clients on matters pertaining to procedural aspects of tenure/authorization administration, in person, by telephone, or through correspondence.
- Work with Authorizations staff to establish and maintain work procedures and process.
- Provide advice to and resolves issues with Authorizations staff regarding tenure/authorizations administration procedures and correspondence.
- Enters data, ensures the accuracy and integrity of multiple databases (e.g., Client, FTA, and office specific databases) and assists in the development of improved systems. Conducts audits to determine database integrity of data by all persons within the office that may have access to the systems and reports findings to the District Manager.
- Conducts data searches and queries, compiles data from databases and provides reports and information to staff and clients.
- May assist in administrative aspects of the consultation process (i.e., preparation and distribution of communication, database entry).
- Coordinates the Invitation to Tender, Request for Proposal or Request for Quote processes including advertising of contracts and awards; distributes tender documents and compiles bidding documents and information packages.
- Confirms that contracts and legal documents meet the applicable policy and legislation and makes recommendations for additions and changes to the content.

- Provides administrative support in all aspects related to the planning, implementing, awarding and evaluating of contracts.
- Maintains and updates contract records, status logs, and tracking systems throughout the contract life-cycle.
- Ensures expenditures are charged to the correct responsibility centre or project code and that appropriate approvals have been obtained for release of payment.
- Reconciles financial accruals; checks financial transactions and documentation for accuracy and compliance to financial policies.
- Provides advice and guidance to program or contract managers, proponents and contractors regarding contract administration procedures and contract disbursements.
- May conduct tender openings ensuring correct procedures are followed.
- Participates in projects.
- Provides general administrative support to the office as necessary, including records and FrontCounter BC coverage.
- May have responsibility for facilities and fixed assets, such as equipment and light vehicles, including ensures regular or scheduled maintenance is carried out.
- May provide front counter services, including providing information and guidance on completing applications.

JOB REQUIREMENTS

- Secondary school graduation and clerical experience and/or training with preference for tenures administration.
- Experience working with computer systems and associated software programs such as MS Word, MS Excel and MS Outlook.
- Recent (within the last 5 years) experience:
 - and/or training with business writing, editing and formatting;
 - identifying problems and developing options for resolution within policies and guidelines;
 - coding, processing, storing, tracking and retrieving records and information; and,
 - computing a variety of mathematical calculations and using applications to enter and retrieve data, performing accounting functions and producing financial reports.

Preference may be given for experience one or more of the following:

- Minimum of two years of recent (within the last 5 years) experience working with the public in a service quality environment with some financial experience handling cash.
- Recent (within the last 5 years) experience working in the natural resource sector.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of contract management and administration policies, standards and procedures.
- Demonstrated knowledge of basic financial management including accounts payable, receivables and the general ledger, as well as computer assisted accounting and reporting systems.
- Demonstrated organizational skills in managing workload priorities and meeting deadlines.
- Excellent communication skills, both written and verbal, including the ability to obtain and provide clear, concise and complete oral and written information using recognized standards of business English at a level appropriate to the audience.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position.**)

BEHAVIOURAL COMPETENCIES

- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situation change, and accepting changes within one's own job or organization.

The competencies listed above complement the required accountabilities for this position. For more information about behavioural interviews, competency definitions, and to watch interview videos, please visit:

[Competencies in the BC Public Service.](#)