

**JOB DESCRIPTION**  
**BCGEU SERIES**

1. Position No. 81411, 81799	2. Descriptive Working Title Administrative Coordinator - HousingHub		3. Present Classification Clerk V
4. Department Development & Asset Strategies	5. Branch/Section Development Strategies, HousingHub	6. Work Location Telework Eligible	Date March 2018; Revised July 2021
7. Position No. of Supervisor 81263	8. Descriptive Work Title of Supervisor Provincial Director HousingHub		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Provincial Director HousingHub, the Administrative Coordinator functions as the primary administrative resource for the HousingHub, providing a variety of program and project administration services to the team. The programs and projects delivered by the HousingHub, which involve the initiation, planning, design, risk assessment and delivery of a portfolio of housing solutions, are multi-dimensional and involve numerous stakeholders. He/she/they demonstrates judgment and initiative to effectively coordinate all administrative aspects of assigned projects to successful conclusion.

11. Duties:
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**Expense Administration:**

- Gathers information from various sources, verifies information provided by the Senior Development Manager/ Senior Project Technologist, and enters project information into relevant system(s) to reflect such items as the type of funding and program, amount of equity involved, the timing of contributions to be made by the Society, if permit fees will be reimbursed, percentages for claims, other special circumstances, square footage, important dates and other such information; reviews Executive Committee Approvals to ensure the system's project information is correct and reviews discrepancies with the Senior Development Managers or Senior Project Technologist
- Enters budget information into the system or reviews information entered by others, ensuring in accordance with the ExComm Approval; makes sure information is appropriately identified in the system modules; informs the Senior Development Manager/Senior Project Technologist of discrepancies
- Reconciles capital project expenses to contracts, budgets and purchase orders, and reviews discrepancies/ concerns with the Senior Development Manager /Senior Project Tech.
- Enters expense information into the financial system, generates capital budget variance report which compares budget to actuals and forecasts, identifies and investigates irregularities and budget line items that are over-expended, reviews with Senior Development Manager/Senior Project Technologist/Director and corrects discrepancies as directed.
- At completion of project, ensures all expenses/costs are included, makes sure contributions and reimbursements are received and generates final expenditure documents for final review.

**Real Estate**

- Conducts corporate searches on societies and legal entities.
- Conducts BC Assessment and land title searches; retrieves documentation from the land title offices.
- When property or Group Home is being purchased, requests statement of adjustment from lawyer. Reviews and forwards to appropriate Senior Development Manager for approval, creates a cheque requisition, arranges for signatures by appropriate parties as required and sends request to Finance for funds; follows up as necessary to ensure on-time completion.in accordance with dates specified in Contracts of Purchase and Sale

**Client Services**

- Liaises with clients/stakeholders such as Canada Mortgage & Housing Corporation and other stakeholders to compare financial expenses for various projects; investigates discrepancies and brings to the attention of the Senior Project Tech or Senior Development Manager
- Enters and updates expense data in appropriate project accounts within either Word documents or Excel spread sheets. Works closely with Senior Development Manager/Senior Project Tech to ensure accuracy
- Creates and maintains custom program/project related reports for internal use, housing providers, coops, auditors and others, including incorporating data into quarterly and annual financial reports

- Creates and maintains a spreadsheet of additional administrative service for each project, gathers relevant information, prepares summary sheet and client invoices, forwards to manager for approval and monitors that monies are received.

### **Contract Administration**

- Initiates or follows up with contractors/consultants who have been asked by the Senior Development Manager /Senior Project Technologist/Director to provide quotes.
- Prepares standard notice of contract awards, regret letters, and letters to proceed with work for signature by Senior Development Manager/ Senior Project Technologist/Director
- Ensures approvals are received at all appropriate stages of the service contract or purchase order
- Ensures receipt of various documentation, such as insurance, bonding, WorkSafe Clearance Letters, schedules, sub-trades and signed contracts.
- Generates Purchase orders and service contracts for approval by the Senior Development Manager/Senior Project Technologist/Director. Assists with completion of construction documents by locating and incorporating information
- Reviews construction contract expenditures for adherence to budgets and completion of work to date, identifies discrepancies and reviews with Senior Development Manager/Senior Project Technologist/Director
- Generates change orders for contracts as directed and monitors that all change orders are approved by appropriate parties.
- Monitors service contracts for expiry date, current insurance and accumulated values.
- Receives claims and reviews to ensure appropriate documentation is complete for processing payments, including release of builder's lien (in accordance with the Builder's Lien Act and deficiency holdbacks where appropriate; reviews any discrepancies with Senior Development Manager/Senior Project Technologist/Director and follows up with claimant as directed
- Prepares construction claims documentation; including reviewing Architect's Certificate of Payment, relevant claims documentation, Certificate of Completion and other related documents for review and sign-off by the Senior Development Manager /Senior Project Tech/Director
- Liaises with internal and external stakeholders regarding various project/program information, insurance, funding and administrative related matters.
- Liaises with various BCH departments regarding Special Funding Requests for new project budget requests and other projects.

### **Program and Project Administration**

- Sets up and maintains diarized systems and schedules, maintains filing system, including electronic and hard copy files.
- Researches and compiles information for status reports, Briefing Notes and Executive Committee/Provincial Rental Housing Corporation (PRHC) Submissions and external client submissions as requested by the Senior Development Manager/Senior Project Technologist/Director; prepares draft reports or portions of reports in accordance with instructions provided.
- Attends team meetings for information sharing and implementation, distributes meeting agendas, takes and distributes minutes and BC Housing administrative documents.
- Solely responsible (for security purposes) for transferring budgets into Committed Ledger in JDE1 when approved by ExCom
- Requests funds to be made available from Finance to complete financial transactions including property purchases and claims
- Sets up projects in accordance with pre-established templates in the property system, utilizing knowledge of the funding requirements and unique details of project structuring elements
- Reconciles and updates the Commission's records and databases using electronic tools to ensure consistency; reconciles BCH data to information provided by clients, investigates discrepancies and reviews with Senior Development Manager /Senior Project Technologist/Director
- Designs and builds reports and dashboards for regular user access within the branch, working closely with the Business Administration Team where necessary
- Combines data from various sources to produce records and adhoc/informal reports.
- Liaises with internal and external stakeholders regarding various project/program information, funding and administrative related issues.
- Responds to requests from consultants, Societies and their auditors for summaries of updated project costs; works with these parties to sort out discrepancies

### **Non-Profit:**

- Liaises with Non-Profit Executives and staff regarding accounting and administrative components of capital construction projects
- Generates and completes GST rebate letter at commencement of project
- Gathers and provides information relating to repayable and forgivable mortgages; calculates amount of mortgage and prepares documents for review and sign-off by the Senior Development Manager/Senior Project Tech; forwards to Lending for preparation of the mortgage documents; follows up to ensure registration of mortgages has been completed
- Reviews contractor and consultant invoices for accuracy, ensuring within the total contract amount, appropriate deficiency holdbacks, completed documents on file, appropriate WCB coverage, etc; brings discrepancies to attention of Senior Development Manager Officer/Senior Project Technologist, follows up with contractor as necessary and processes for payment
- Works with the Senior Development Manager/Senior Project Technologist to obtain information on ongoing extraordinary expenses, equities, etc.
- Identifies, investigates and resolves discrepancies between BC Housing records, system reporting tools and society financial records.
- Completes legal documentation using standard forms including Promissory Notes, Project Development Funding (PDF) letters and Provisional Project Approval (PPA) Commitments for signature by Senior Development Manager /Senior Project Technologist and Director
- Confirms the Non-Profit's status with Canada Revenue Agency. Liaises with Non-Profit financial officers and auditors as required to ensure outstanding GST receivables are kept current; informs Senior Development Manager/Senior Project Technologist of any issues.

### **Procurement:**

- Assists with administration of consultant and other services, including preparation of Requests for Proposals (RFPs) based on information provided by the Senior Development Manager /Senior Project Tech/Director initial review of proposals, and provision of information for post-completion consultant performance reviews. May provide assistance in the review and evaluation of proposals
- Prepares service contracts, purchase orders and work orders based on the approved quotes and negotiated terms for approval by the Senior Development Manager /Senior Project Technologist/Director.
- Prepares mandatory site meeting documentation from a template, generates Addendums; completes contract administration requirements and tendering / contract documents
- Posts tender calls to commercial bid sites such as MERX and BC Bid

### **Other**

- Provides front office reception services for the Housing Hub
- Identifies and recommends for consideration new administrative processes, procedures, forms etc
- Provides ongoing orientation and training of administrative processes and procedures to new and existing staff, including post implementation of new and enhanced systems, working closely with the Business Administration Team as appropriate.
- Coordinates travel arrangements, meetings and hospitality services.
- Prepares, reviews and processes P-Card statements.
- Maintains attendance records, vacation and flex day schedules.

**Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

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4. Education, Training and Experience
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Diploma in business, program administration or other relevant discipline.

Considerable experience in a comparable and highly computerized environment.

or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge of program/project, accounting, and contract administration, including invitational and public procurement and tendering practices
  - Sound knowledge and understanding of accounting processes and excellent attention to detail
  - Sound knowledge of standard word processing, spreadsheet, database and other relevant applications
  - Some knowledge of construction processes, cash flow, budgeting and scheduling
  - Ability to work independently as well as function effectively in a team environment
  - Ability to organize and prioritize work to meet deadlines in a fast paced environment, while responding to numerous diverse and shifting challenges without compromising the quality of the work
  - Ability to read and review tender documents, change orders and other contract documentation
  - Ability to find and implement creative and practical solutions to problems
  - Ability to take initiative
  - Ability to exercise tact, diplomacy and good judgment when dealing with a broad range of audiences
  - Strong analytical and research skills
  - Excellent communication, interpersonal and customer service skills
  - Excellent oral and written communication skills, with solid command of English grammar, punctuation and spelling

6. Occupational Certification
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