

Administrative Officers

Description

Administrative officers oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and co-ordinate acquisition of administrative services such as office space, supplies and security services. They are employed throughout the public and private sectors. Administrative officers who are supervisors are included in this unit group.

Duties:

- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Conduct analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes
- Assist in preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- May supervise records management technicians and related staff.

Other titles:

- administrative services co-ordinator
- office manager
- planning officer
- surplus assets officer
- office services co-ordinator
- access to information and privacy officer
- records analyst – access to information
- university admissions officer
- forms management officer
- office administrator

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is required

Post-secondary diploma/degree

- University degree or college diploma in business or public administration may be required

Certification

- Experience in a senior clerical or executive secretarial position related to office administration is usually required
- Project management certification may be required by some employers.

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as administrative officers are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR)	Average Wages and Salaries (POR)	Median Wages and Salaries (POW)	Average Wages and Salaries (POW)
\$43,576	\$48,729	\$43,159	\$51,003

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
2361 Residential building construction	60	80
2362 Non-residential building construction	25	30
2382 Building equipment contractors	95	130
3231 Printing and related support services	35	55
3399 Other miscellaneous manufacturing	20	20
4163 Lumber and other building supplies wholesaler-distributors	25	30
5413 Architectural, engineering and related services	75	110
5414 Specialized design services	15	30
5416 Management, scientific and technical consulting services	85	90
5417 Scientific research and development services	15	10

NOC 1221

5614 Business support services	15	20
9120 Provincial and territorial public administration	125	205

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- Project management certification: <http://www.pmac-agpc.ca/certification>