

Vuntut Gwitchin Government

- A. **Identification:** Executive Assistant
- Department:** Chief and Council
- Supervisor:** Administrative Director
- Date:** July 2005
- Status:** Full-time
- Level:** 5
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B. **Job Summary:**

Reporting to the Administrative Director this position provides administrative and office support to the Chief & Council Department.

C. **Main Duties:**

Prepares and distributes electronic and paper-based correspondence, reports, statements, brochures, publications, presentations and other documents by:

- Drafting, word-processing, editing, proofreading and finalizing
- Reviewing and summarizing miscellaneous reports and documents and preparing background documents as necessary
- Compiling data, statistics and other information
- Conducting research
- Consulting with requestor on layout and intent of document
- Ensuring documents are posted on websites, and compiling packages, mailing, printing, faxing, and copying

Provides reception services to Chief and Council department by:

- Opening, reviewing and distributing incoming regular and electronic mail, and other material
- Determining which correspondence requires priority attention
- Preparing outgoing mail
- Listing and tracking all incoming and outgoing mail and faxes
- Responding to telephone and electronic inquiries or directing inquiries to appropriate person, screening calls and determining priority level
- Greeting visitors, ascertaining nature of business and directing visitors to appropriate person
- Keeping informed of supervisor's, Chief and Councillors' appointments, travel and meeting schedules, and informing others as needed
- Booking users for VGG board room

Arranges and provides office services by:

- Developing, recommending, and implementing office procedures and systems
- Analyzing and resolving office administrative and procedural problems
- Ordering office supplies, gifts and equipment, and arranging for equipment servicing
- Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims, receipts and other documentation
- Ensuring Chief, Councillors', Directors' and department staff's bi-weekly time sheets are completed and submitted to Finance
- Facilitating communication and procedural flow from staff, outside agencies, other governments, community residents, and Vuntut Gwitchin citizens to the Chief and Council

Organizes and participates in meetings and events by:

- Booking space and ensuring tables/chairs are arranged appropriately
- Preparing and distributing agenda and related documents
- Communicating with participants and speakers
- Determining expenditures and following a budget
- Advertising
- Ensuring materials, and equipment are set up
- Arranging for refreshments, luncheons, suppers
- Arranging for translation and interpretation
- Recording, word processing, and distributing minutes
- Assisting outside groups with their meeting/event needs

Makes travel arrangements by:

- Booking airplane tickets and rental cars, and making hotel reservations
- Preparing travel claims, determining travel expenses, and ensuring advances are obtained
- Developing a travel itinerary with appropriate information such as names and phone numbers of hotels, meals paid for, names and phone numbers of car rental agencies, departure and arrival times of air travel

Practices efficient records management by:

- Creating and maintaining manual and computerized information filing systems for minutes, notes, tapes and summaries of meetings; decisions, resolutions, directions and correspondence; reports, forms, policies and other documentation
- Ensuring confidentiality and safety of files
- Following policies to determine which information is available to the citizens

D. Job Knowledge and Skills:**Education**

- Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of the organizational structure of VGG
- Knowledge of effective office procedures
- Knowledge of basic accounting
- Knowledge of records management techniques

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to problem solve
- Ability to determine priority level of correspondence, various information, and requests
- Time management and organizational skills.
- Ability to assume responsibility, prioritize tasks and meet deadlines.
- Ability to research and write reports
- Ability to create budgets
- Ability to multi-task and take directions from multiple sources

Specific Skills:

- Ability to type at 60 words per minute
- Ability to create documents using Word, Excel, and PowerPoint
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to organize meeting notes into effective minutes
- Ability to make travel arrangements
- Ability to understand financial reports

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.
- Ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community residents, Vuntut Gwitchin citizens, outside agencies, partners and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, providing efficient office services, planning meetings and events, and determining priority and value of information and requests.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor, Chief, and Councillors. Efficient operation of the Chief and Council department has a high impact on ensuring a credible political relationship between the Vuntut Gwitchin Government and territorial, federal and other First Nation governments, Vuntut Gwitchin citizens, and other associates.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Chief & Councillors	Informing and discussing tasks, arranging travel, and providing services.	Daily
First Nation organizations	Information exchange, research, and arranging meetings.	As needed
Territorial and Federal Governments	Information exchange, research, and arranging meetings.	As needed
Boards & Committees	Discussing policies and procedures, information exchange, arranging travel, meetings and services.	As needed
Vuntut Gwitchin Citizens & general public	Answering or directing inquiries, and information exchange.	Daily
Business associates	Arranging meetings, travel, purchases, and information exchange.	As needed

H. Positions Supervised:

Number of positions supervised: 0 (occasionally may direct on-call, casual, short term clerks and students)

I. Working Conditions:

This position is generally located in a normal office environment.

Spiritual:

Balancing traditional beliefs and practices with modern administrative methods.

Physical:

Approximately 80% of time using the computer
 Travel approx: 2 trips per year long distance
 Isolated living conditions in extreme temperature and light conditions

Mental:

Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
 Receiving direction from more than one source
 Balancing demands of multiple customers and prioritizing those demands
 Shifting priorities and tasks to respond to Vuntut Gwitchin Government and community needs
 Occasional overtime may be needed
 Striving for quality service while multi tasking

Emotional:

Dealing regularly with community residents and citizens who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community.

J: Conditions of Employment

Willingness to follow policies and procedures
Willingness to work extra hours to meet deadlines
Criminal record check
Extreme confidentiality required.

SIGNATURES Supervisor:

<p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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