

Vuntut Gwitchin Government

- A. **Identification:** **Executive Director**
- Department:** **Executive Office/Chief and Council**
- Supervisor:** **Chief**
- Date:** **July 2006**
- Status:** **Full-time**
- Level:**
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B. **Job Summary:**

Reporting to Chief and Council, and with added direction from the Management Team, the Executive Director is responsible for leading, planning, managing and implementing Vuntut Gwitchin Government programs, services and policies (other than the financial affairs assigned to the Director of Finance) in accordance with the Governance Act, Resolutions and Strategic Plans. The position is also responsible for supervising Departmental Directors, exclusive of the Financial Director, and serves as team leader of the Senior Management Team, and a team member of the VGFN Management Team.

The position is also responsible for ensuring effective liaison, on behalf of Chief and Council, with officials of the Federal, Territorial Governments and other First nations, agencies and business associates in support of Vuntut Gwitchin goals and objectives.

C. **Main Duties:**

Leads and directs the day to day administrative operations of the Vuntut Gwitchin Government by:

- Providing advice and recommendations to Chief & Council and the Management Team with respect to corporate program and policy requirements;
- Ensuring approved programming, services and policies are implemented as per direction provided by Chief & Council and the Management Team
- Directing the execution of all legal documentation, resolutions and by-laws for corporate operation duly authorized by Chief & Council and the Management Team
- Establishing corporate and department specific goals, objectives and expectations, in conjunction with Chief & Council and the Management Team, and providing direction to departmental Directors;
- Evaluating, or directing the evaluation of existing work flows, programs, services and policies to assess effectiveness and identify service gaps, consulting with Directors on improvements or changes in direction, advising Directors, and monitoring progress
- Responding to crisis situations or critical incidents, consulting with Directors to determine what is required to resolve and/or mediate the situations
- Coordinating, in conjunction with the Finance Director annual budget forecasts, funding proposals and submissions
- Reviewing monthly financial statements, and annual audits with the Finance Director and other departmental Directors to ensure budget targets are being met and are being revised as necessary and to be kept updated on funding proposals and sources
- Monitoring corporate budget requirements and financial policies and procedures

- Working in conjunction with the relevant Directors and staff to assist and participate in the development of negotiating mandates for Program & Service Transfer Agreements, Financial Transfer Agreements, and other agreements and accords;
- Meeting weekly with departmental Directors to review program activities and progress, establish priorities, identify and address concerns and provide corporate direction and expectations;
- Directing the development of in-house training plans and ensuring approved plans are implemented;
- Ensuring that personnel policies and procedures are drafted and implemented and that such policies and procedures are in accordance with Canada Labor Law, Human Rights Legislation, Revenue Canada Legislation and the Privacy Act
- Establishing policies and procedures regarding an archival records management system for the safe keeping of key government documents, and ensuring that records are maintained for safety and confidentiality
- Monitoring the work of consultants, negotiators, lawyers and other contracted professionals, dealing with problems, and gathering reports
- Writing and submitting reports
- Analyzing statistical data

Ensures implementation of Chief & Council business by:

- Monitoring that business is in compliance with the Governance Act, Constitution, Final Implementation Plan, and Self-Government agreements, C&C operation manual, and following administrative policies and procedures, and alerting staff and Chief & Council when compliance needs to occur
- Assisting with implementation of General Resolutions
- Documenting and filing the execution of all laws authorized by Chief & Council
- Attending Chief and Council meetings as a resource and governance advisor
- Providing support services by administrative staff
- Monitoring the work of government associated corporations and trusts to ensure being conducted as per agreements
- Conducting Chief & Council specific activities such as General Assemblies, meetings, and caribou lobbying

Ensures that governance legal documents and information are maintained by:

- Operating a registry of the written laws of the First Nation, which shall contain authentic copies of the Constitution, all Acts enacted and resolutions passed by the Council, and all agreements with other governments
- Establishing an archive of the maps and other information required to establish and prove the territorial jurisdiction of the First Nation
- Operating a registry of the names of all citizens of the First Nation
- Operating a registry showing the statutory offices established by the Constitution or any Act, the name of the person appointed to or otherwise holding each office, and the particulars of his or her appointment
- Having custody of the seal of the First Nation
- Keeping proper records of the proceedings and decisions of the meetings of the General Assembly, the Council, the Elders' Council and the Review Council
- Ensuring that documents and registries are archived and safe against loss or damage

Ensures corporate communication between Chief & Council and/or Management Team, and employees, partners, business associates and citizens by:

- Reporting directly to Chief & Council and/or the Management Team on government activities including program and project status, financial issues and budgets, funding sources, personnel issues and other relevant information;
- Acting as a liaison between Chief & Council and other First Nations organizations, boards, councils, and committees, agencies, and officials of the Federal, Territorial, Provincial and Municipal governments, to ensure effective communication and that the Vuntut Gwitchin citizens and community resident interests and needs are addressed;

- Acting as a liaison between Chief & Council and/or the Management Team and Department Directors (exclusive of the Finance Director) to ensure effective communication, direction and problem solving
- Ensuring Vuntut Gwitchin citizens are kept informed of government plans, policies and initiatives;
- Actively participating in Chief & Council meetings and meetings of various committees to ensure corporate requirements are met;
- Ensuring minutes from the Directors' meetings are word processed, filed and posted for public reading
- Informing Chief and Council and/or Management Team of business from the Directors' meetings that needs action by Chief and Council and/or Management Team
- Ensuring that Chief & Council and/or Management Team is kept up-to-date on crisis situations
- Coordinating meetings between Directors, the Senior Management Team and Chief & Council and/or the Management Team

Directs the finances of the Executive Office and Chief & Council by:

- Gathering budgets from staff, and Chief & Council, and compiling into yearly budgets
- Submitting and defending the yearly budget request to the Senior Management Team and Chief and Council
- Preparing variance reports
- Reporting to the Finance Director of any projected shortages or surpluses.
- Reconciling revenues of contribution agreements to expenses.
- Approving departmental purchases and contracts, monitoring budget and expenditures, and deciding when to move budget dollars to other budget items as needed

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff and the Human Resources Dept. and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to the HR Department.

D. Job Knowledge and Skills:

- Degree in one of the following: Business or Public Administration, First Nations Governance, or humanities/social sciences, or the equivalent in experience and relevant training.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA)
- Work experience at a senior level in government or large corporation
- Awareness of Yukon First Nation government systems
- Awareness of Yukon First Nations relationships with Federal and Territorial governments
- Knowledge of financial management and control methods and techniques
- Knowledge of project management
- Knowledge of strategic planning steps that include assessing, identifying, developing, implementing, evaluating and monitoring information, goals and plans
- Knowledge of Human Management practices and laws

Management Skills:

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.

- Ability to multitask in a high paced environment
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and mentor staff.
- Ability to write reports and make presentations
- Ability to negotiate contracts and contribution agreements
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans, and policies and procedures.
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Ability to develop policy papers, technical papers and presenting technical data to Senior Management Team, Chief and Council and government officials.

Specific Skills:

- Ability to use MS Word, Excel, Powerpoint, web browsers and email
- Ability to provide strong leadership and motivate people
- Ability to understand corporation financial systems
- Ability to understand and implement Human Resource Management practices
- Ability to apply corporate and government legislation and practices
- Ability to participate effectively in government to government negotiations and liaise with government and other corporate officials

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperature and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community residents, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Chief & Council and the Management Team. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day operation of the department and organization, for developing procedures where none exist, setting work priorities, ensuring financial accountability of the Executive Office and Chief & Council, and making changes to operational procedures. Decision-making is also required in long-range planning, communicating with business, government and corporate associates, and determining which actions and information are forwarded to and/or discussed with Chief and Council and/or the Management Team.

F. Impact/Accountability:

This position is accountable for meeting corporate, political and departmental goals that stem from Vuntut Gwitchin Governance Legislation, strategic plans, Chief & Council directives and resolutions and Management Team directives. The position is responsible that Executive Office and Chief & Council expenditures do not exceed budget and revenues, and is responsible for the establishment and enforcement of standard operational policies and procedures, exclusive of those associated with Financial services. This position is accountable for maintaining government files and registries and for their safe keeping and confidentiality. This position is responsible for the accuracy of information given to the Chief and Council, Management Team, and Senior Management Team. Proper administration of the Vuntut Gwitchin Government is critical to the well-being and future of Vuntut Gwitchin First Nation.

G. Key Personal Contacts

Who	Purpose	Frequency
Supervisor	Information exchange, performance evaluation, corporate and Council business, receiving direction	Daily
Councillors	Information exchange, applying policies and procedures, and Council business	Daily
Executive office staff	Supervising; information exchange	Daily
Chief & Council and the Management Team	Information exchange; recommendations; receiving direction	Daily
Vuntut Gwitchin Government Directors	Discussing policies and procedures, and services needed; integrating programs; information exchange, supervising all but the Finance Director.	As needed
Vuntut Gwitchin Finance Director	Consulting on corporate budget and financial policies and procedures, information exchange	As needed
Territorial, Federal, First Nations Governments & other business associates	Discussing corporate issues, business, reports; information exchange.	As needed
Vuntut Gwitchin citizens	Discussing policy and procedure, and problems and conflicts, information exchange	Daily
Consultants, negotiators and other professionals	Monitoring work, information exchange, discussing governance issues.	As needed

H. Positions Supervised:

Number of positions supervised directly: 8	Directors of : Government Services, Education, Human Resources, Health & Social Programs, Information Systems, Natural Resources; Executive Support officer and Executive Secretary
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I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Balancing the need of the First Nation to grow in modern governance, while respecting traditional values.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 8 trips per year long distance
- Isolated living conditions in extreme temperatures and light changes.

Mental:

- Constant need to meet regular and critical deadlines (meetings, reports, ad hoc deadlines)
- A high volume of critical incidents and responding to these incidents during work hours and after hours
- Frequent interruptions and multi-tasking
- Shifting priorities to respond to Vuntut Gwitchin government, citizen and community needs
- Multiple reporting

Emotional:

- Dealing regularly with community members 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 as detailed in personnel and administrative manuals.
- Willingness to work extra hours to meet deadlines.
- Willingness to respond to critical incidents outside of regularly scheduled work hours
- Mandatory confidentiality required
- Criminal record check

SIGNATURES

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p>Incumbent:</p> <p>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>
<p>_____ Supervisor</p>	<p>_____ Incumbent</p>
<p>_____ Date</p>	<p>_____ Date</p>