

Vuntut Gwitchin Government

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

Reporting to the Executive Director, this position is responsible for overseeing administrative policies, procedures and support for the Executive Office and Chief & Council. This position also coordinates activities for caribou lobbying, and is also responsible for the direct supervision of secretarial support.

C. **Main Duties:**

Provides support to the Chief & Council on governance by:

- Receiving information from standing committees, council meetings, other governance meetings/events and from the Chief and Councillors and ensuring information is complete, preparing background notes, packaging information and forwarding to the Executive Director, and to the Finance Director as needed.
- Facilitating communication and procedural flow from employees, citizens, partners and other business associates
- Monitoring implementation of policies and procedures, recommending changes as needed
- Ensuring that the daily business of Chief & Council is conducted efficiently
- Receiving, reviewing and forwarding mail to appropriate person
- Monitoring that Chief and Council meetings, General Assemblies and other governance events are held and conducted as per legislation, the constitution and operations manual and coordinating the scheduling and delivery of tasks associated with such meetings and events
- Monitoring daily and long-term work conducted by Chief and Councillors to keep track of their tasks and business, to remind of actions needed, and to follow-up as needed with citizens, Executive Director, consultants, partners and business associates
- Ensuring maintenance and confidentiality of the records management system according to established procedures
- Assisting with budget preparation and monitoring expenses
- Researching, gathering data, and analyzing information
- Writing and submitting reports, including briefing notes, and preparing Powerpoint presentations

Coordinates Executive Office administrative support by:

- Ensuring minutes from the VGFN management committee and the Senior Management team meetings are word processed, filed and posted for public reading
- Receiving information from the Executive Director and Senior Management team to package, prepare background notes as needed and forwarding to the Chief & Council, or other partners and business associates
- Organizing logistics of scheduled meetings
- Assisting with budget preparation and monitoring expenses
- Monitoring daily and long-term work to keep track of tasks and business, to remind of actions needed, and to follow-up as needed with departments, citizens, C&C, consultants, partners and business associates
- Ensuring maintenance and confidentiality of the records management system
- Facilitating communication and procedural flow from employees, citizens, partners and other business associates
- Ensuring that the daily business of the Executive Office is conducted efficiently
- Monitoring implementation of policies and procedures, recommending changes as needed

Coordinates activities for caribou lobbying by:

- Liaising with staff, consultants, agencies and organizations, governments, media members, community members, and Vuntut Gwitchin citizens on issues and events
- Assisting media members with travel within the traditional territory
- Arranging for training, meeting schedules, and travel for Vuntut Gwitchin lobbyists
- Promoting education and/or awareness of issues, and historical and current background information to interested parties
- Developing and presenting information to citizens
- Developing budgets and monitoring expenditures
- Ensuring preparation and submission to Finance of cheque requisitions, purchase orders, travel claims, receipts, honorariums and other documentation
- Compiling data, statistics and other information
- Reviewing and summarizing published reports, documents, and media articles
- Drafting, wordprocessing, editing, proofreading and finalizing documents as necessary
- Ensuring information is posted on websites and filed as needed
- Ensuring that information packages are prepared and distributed to interested parties

Hires and Supervises staff by:

- Evaluating staffing needs, determining qualifications needed and recommending action to Chief & Council or Executive Director
- 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:

- Diploma or Degree in one of the following: Secretarial Sciences, 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)
- Knowledge of Yukon First Nation government systems
- Knowledge of effective office procedures including records management systems
- Knowledge of book keeping

- Knowledge of project management
- Knowledge of the Vuntut Gwitchin First Nation co-existence with caribou

Management Skills:

- Ability to problem solve
- Ability multi task in a busy environment
- Ability to prioritize tasks
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines
- Ability to work with minimal direction and supervision
- Ability to research, write reports and make presentations
- Ability to supervise, coach and mentor staff and citizens
- Ability to analyze policies and procedures
- Ability to prepare budgets, reconcile expenditures and understand financial reports

Specific Skills:

- Ability to create documents using MS Word, Excel, and Powerpoint
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to understand and maintain manual and computerized records management systems
- Ability to coordinate large meetings, and multi-faceted events and projects

Interpersonal Skills:

- Ability to be a team member and work with people from various disciplines and cultures
- 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 communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, government officials and politicians, agencies and organizations, partners and business associates and members of the media.

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, supervising staff, coaching and supporting officials and citizens who are traveling, and providing efficient project coordination and support services.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting priorities and deadlines, and following directions from the supervisor, and Chief and Council. Efficient delivery of Chief & Council and Executive Office business and caribou lobbying efforts are important for the well being of the Vuntut Gwitchin First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Executive Director	Information exchange, discussing tasks, and receiving direction.	Daily
Chief & Council	Information exchange, discussing tasks, and receiving direction.	Daily

VGG Directors	Information exchange	Daily
Lobbyists	Information exchange, arranging travel, and providing support	As needed
Boards & Committees	Information exchange, arranging for travel, meetings and services.	As needed
Vuntut Gwitchin Citizens & general public	Answering or directing inquiries, and information exchange.	As needed
Business associates; partners, governments	Information exchange.	As needed

H. Positions Supervised:

Number of positions supervised directly: 1	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 practice modern governance while respecting traditional values.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 4 trips per year long distance
- Isolated living conditions in extreme temperatures and light changes.

Mental:

- Regular 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
- Ensuring accuracy of travel plans for lobbyists and officials

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
- Confidentiality
- 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>