

Vuntut Gwitchin Government

- A. Identification: Director
- Department: Government Services
- Supervisor: Executive Director
- Date: March 2007
- Status: Full-time
- Level: 8
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B. Job summary:

Reporting to the Executive Director, this position is responsible for directing Government Services activities that include construction and renovation projects, building operations and maintenance, Landlord and Tenant relationship, and community infrastructure planning and operations.

C. Main Duties:

Directs the provision of day-to-day government services to the community and implementation of construction and capital projects by:

- Ensuring that heating fuel is purchased, air freighted, stored and delivered to customers
- Ensuring that gasoline is purchased, air freighted, stored and sold through the gas station
- Preparing and issuing tenders for services such as garbage disposal contracts, and road dust control
- Responding to critical incidents either personally, or through staff.
- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Monitoring services delivered through territorial government departments to ensure community needs being met
- Discussing community needs with territorial government departments to problem solve or fill gaps in services.
- Negotiating transfer of infrastructure services from territorial government to VGG and implementing integration of these services within VGFN.
- Negotiating fuel, air freight and other costs for products and services
- Securing funding and contribution agreements with private, federal and territorial

- partners such as banks, INAC, CMHC, and YTG Community Services
- Ensuring that terms of contracts and contribution agreements are implemented
 - Submitting reports to partners during and after projects
 - Planning and implementing all phases of construction projects including arranging for site preparation and blue print development, ordering materials, tools and equipment, arranging airfreight delivery of goods, and monitoring timelines, construction quality and compliance with plans
 - Advising partners in the planning stages of capital projects as to cost of building in Old Crow, equipment and manpower capacity in Old Crow, and special construction considerations such as perma frost
 - Managing capital projects from the planning stage to completion
 - Overseeing asset and inventory control
 - Acting as landlord agent for Vuntut Gwitchin Government
 - Informing and clarifying to the community information about mortgages, meaning of home ownership, rent-to-own, home rental, and responsibilities of landlord and tenant.

Ensures that strategic goals, and plans such as capital, housing and community infrastructure, and policies and procedures and community bylaws are developed, implemented and evaluated by:

- Researching and keeping informed of new trends, issues, programs and services federally and territorially, and with other First Nations, agencies, organizations and professionals and assessing implications to VGG and Old Crow
- Receiving recommendations from Chief & Council standing committees
- Monitoring legislation, strategic goals, capital plans, community plans, policies and procedures, and bylaws for effectiveness
- Recommending changes to legislation, Housing Policy, and bylaws
- Adjusting strategic plans, capital plans, community plans, programs, services, policies and procedures as needed
- Obtaining sufficient resources for implementing plans
- Analyzing data, and ensuring that data systems are maintained
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments, and consulting with those departments.

Communicates with community members, various agencies and partners by:

- Participating in committees, boards, forums, commissions, meetings and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies and procedures, and dealing with citizens' and clients' concerns
- Chairing a housing committee that represents the community in developing housing policies and procedures, and dealing with citizen's concerns.
- Preparing presentations, hosting community meetings, attending workshops, symposiums and meetings.

Directs the finances of the department by:

- Developing the yearly departmental budget
- Preparing variance reports
- Reporting to the supervisor of any projected shortages or surpluses.
- Reconciling revenues of contracts and 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 Occupational Health and Safety regulations and reporting job injuries to Human Resources.

Participates as a member of the senior management team by:

- Attending meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments
- Attending Chief and Council meetings as required
- Developing organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding with other senior management members to critical incidents as needed.

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

- Degree or diploma in one or more of the following: civil engineering, building technology, project and property management, or the equivalent in experience with relevant training.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA)
- Awareness of Yukon First Nation government systems
- Knowledge of housing issues affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for First Nations, and housing in general.
- Knowledge of financial management
- Knowledge of project management, construction methods, and logistics
- Knowledge of proper construction methods on perma frost

- Knowledge of Canadian Building Code
- Knowledge of purchasing methods and techniques
- Knowledge of building materials and home finishing products

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, Supervisor, Chief and Council and government officials.

Specific Skills

- Ability to use email, Word and Excel
- Ability to determine quality of materials and construction methods.
- Ability to understand blueprints, suggest changes to blueprints, create a material list from blueprints, assign costs to the material list and determine if blueprints are followed in construction.
- Ability to recognize when costs of materials and services are appropriate or inappropriate
- Ability to implement and maintain an inventory system

Interpersonal Skills:

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

E. Decision Making:

This position is directly responsible to the Executive Director, the Housing Committee, and Vuntut Gwitchin beneficiaries. 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 Vuntut Gwitchin Government Services for developing procedures where none exist, setting work priorities, ensuring fiscal accountability, and making changes to construction and operational procedures. Decision-making is also required in long-range planning, communicating with associates, and determining which recommendations are forwarded to Chief and Council.

F. Impact/Accountability:

This position is accountable in establishing and meeting departmental goals and work plans that stem from Vuntut Gwitchin Government Legislation, strategic planning goals, community and capital plans, and General Assembly resolutions, that expenditures do not exceed budget and revenues, and enforcement of the Landlord and Tenant Act, and standard operational policies and procedures. Proper administration of Government Services is critical to the well being of Vuntut Gwitchin citizens/beneficiaries and other community residents.

G. Key Personal Contacts

| Who | Purpose | Frequency |
|--------------------------------------|---|------------------|
| Executive Director | Supervision, information exchange | Weekly/as needed |
| GS Dept. staff | Supervision, information exchange | Daily |
| Chief & Council | Giving recommendations; receiving feedback and direction; information exchange. | As needed |
| Vuntut Gwitchin Government Directors | Discussing policies and procedures, and services needed; integrating programs; information exchange. | Daily |
| Territorial and Federal Governments | Negotiating required services, and funding requests; accessing programs; reporting; information exchange. | Daily/Weekly |
| Suppliers/Trades people | Negotiating contracts for goods and services; making purchases; resolving problems. | Daily |
| Boards & Committees | Policy reviews, consultation, information exchange | As needed |
| Vuntut Gwitchin citizens | Discussing policy; delivering programs; resolving problems and conflicts. | As needed |

H. Positions Supervised

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| Number of positions supervised directly: 5 | Property Manager, Building Projects Manager, Warehouse Manager, Gas Attendant, Clerk |
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I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Balancing the need of the community to grow in modern conveniences and services while respecting traditional values.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 6 trips per year long distance
- Remote living conditions in extreme temperatures and light changes.

Mental:

- Constant need to meet regular deadlines (meetings, reports, ad hoc deadlines)
- A high volume of critical incidents and responding to these incidents during work hours and after hours
- A high level of concentration is continually required through frequent interruptions
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Construction and project timelines and service delivery affected regularly by uncertain air freight delivery dates

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 evenings and weekends, **and to plan all leave around scheduled fuel hauls.**

SIGNATURES

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| <p>Supervisor:</p> <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:</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> <hr/> <p>Incumbent</p> <hr/> <p>Date</p> |
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