

Vuntut Gwitchin Government

A. Identification Special Projects Manager
 B.

Position Title Special Projects Manager

Department Government Services

Supervisor Director

Date April 2014

Status Full-time

Level

B. Job Summary

Reporting to the Director of Government Services, this position will assist with cost analysis of capital projects, input data into the system, using Critical Path Method to complete projects on time, on budget with quality work.

C. Main Duties

Principal duties and Responsibilities

1. Cost accounting analysis on all capital projects
2. Using Critical Path Method to complete projects on time, on budget with quality work
3. Using Accpac, input data as per projects
4. Assist in creating and improving systems in the GS department
5. Assist with the preparations for the design and construction of a new GS shop
6. Assist with the management and relocation of GS Assets. I.e. Tank farm
7. Assisting with the Design and Building of new building projects; I.e. multiplex, solar farm etc.
8. Seeking out new and more efficient house designs
9. Participate in in planning and monitoring the construction of a new residential subdivision including necessary need based analysis, permitting, designs, tendering, partnerships, contracting and supervision of progress
10. Liaise with contractors, government agencies and VGG departments in managing industrial sites and locations of equipment and vehicles
11. Participating in committees, 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
12. Preparing presentations, hosting community meetings, attending workshops, symposiums and meetings.

D. Job Knowledge and Skills

Education

- Degree in Commerce, Accounting Systems, Finances or the equivalent in experience with relevant training.
- Knowledge of Critical Path Method
- Knowledge in Accpac system

- Awareness of Yukon First Nations government systems
- Knowledge of federal and territorial funding programs for First Nations
- Knowledge of project management and logistics

Management Skills

- Ability to lead by example
- Ability to be a team player and work with people from various disciplines and cultures
- Ability to multitask in a high paced environment
- Time management and organizational skills
- Ability to assume responsibility and meet deadlines.
- Ability to write reports and make presentations.
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.

Specific Skills

- Ability to use email, Word and Excel, Accpac & Critical Path Method
- Ability to provide detailed financial analysis, budgetary forecast and planning
- Ability to provide detailed program analysis and design, trends, planning and implementation
- Ability to determine construction methods.
- Ability to provide briefing notes for meetings as well as detailed project reports/presentations

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 Government Services Director and Vuntut Gwitchin beneficiaries. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required in long-range planning, communication with associates, and determining which recommendations are forwarded to the supervisor.

F. Impact/Accountability

This position is accountable in establishing and meeting VGFN capital project plans that stem from Vuntut Gwitchin Government Legislation, strategic planning goals, and General Assembly resolutions that expenditures do not exceed budget and revenues, and standard operational policies and procedures.

G. Key Personal Contacts and Nature of Contacts

| WHO | Purpose | Frequency |
|-------------------------|--|------------------------|
| GS Director | Supervision, information exchange | Daily/as needed |
| GS Dept. Staff | Information exchange | Daily |
| VGG Directors | Information exchange | As needed |
| Suppliers/Trades people | Negotiating resolving problems, policy review, consultation, information | Daily/Weekly/as needed |

| | | |
|--------------------------|--|-----------|
| | exchange | |
| Vuntut Gwitchin Citizens | Discussing policies, delivering programs, resolving problems and conflicts | As needed |
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H. Positions Supervised

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|--|------|
| Number of positions supervised directly: | None |
|--|------|

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. 1-2 trips per year within the Yukon
- Remote living conditions in extreme temperatures and light changes

Mental

- Constant need to meet regular deadlines (meetings, reports, ad hoc deadlines)
- 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 workers and home residents who are under personal stress, or have varying social values
- Living in an isolated community with no road access, and limited health services

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
- Position is subject to the statutory probationary period and is initially for one year (renewable)

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: