



Community Government of Behchokò BYLAW NUMBER 159-18

A bylaw of the Community Government of Behchokò in the Northwest Territories to appoint a Senior Administrative Officer pursuant to the provisions of the *Tłı̄chǝ Community Government Act, S.N.W.T., 2004, c-7 with amendments up to and including 2013.*

WHEREAS the Council for the Community Government of Behchokò ("The Community Government") is required to appoint, by bylaw, a Senior Administrative Officer;

AND WHEREAS the Community Government wishes to appoint Louisa Wedzin as its' Senior Administrative Officer;

AND WHEREAS Louisa Wedzin accepts the Community Government's appointment as Senior Administrative Officer;


NOW THEREFORE, the Council of the Community Government of Behchokò, in a meeting duly assembled, enacts as follow:

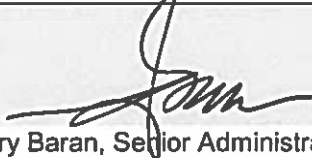
- a) That Louisa Wedzin is appointed to the position of Senior Administrative Officer for the Community Government effective April 1, 2018 to serve at the pleasure of the Council of the Community Government of Behchokò.
- b) That Louisa Wedzin shall, for the purposes of the Community Government, be called the "Senior Administrative Officer".
- c) That the duties and responsibility of the Senior Administrative Officer shall be outlined in Schedule "A" that is attached and forms part of this bylaw.
- d) That terms and conditions of the employment shall be set out in the Letter of Offer of Employment dated April 1, 2018 and the current Terms of Employment Bylaw of the Community Government of Behchokò.
- e) Bylaw 146-16 shall be repealed effective April 1, 2018.

Read a First time this 6th day of February, 2018.

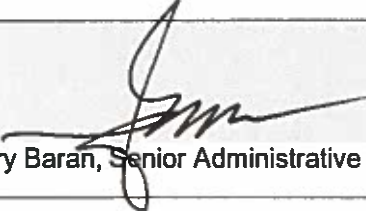
Read a Second time this 6th day of February, 2018.

Read a Third and Final time, and passed this 6th day of March, 2018.


Chief Clifford Daniels


Larry Baran, Senior Administrative Officer

CERTIFIED that this bylaw has been made in accordance with the requirements of the *Tijchq Community Government Act*, S.N.W.T. 2004.c.7, s.71 and the bylaws of the Municipal Corporation of the Community Government of Behchokq.


Larry Baran, Senior Administrative Officer



Community Government of Behchokò

Schedule “A”

(Job Description for the Senior Administrative Officer)



Community Government of Behchokò

Job Description

Senior Administrative Officer

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Senior Administrative Officer (SAO) is responsible for the management, administration, and delivery of all community government programs and services, to ensure that they are accomplished in an effective and efficient manner and within all legislative, policy and procedural guidelines. The SAO is Council's ONLY employee.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Chief & Council, the Senior Administrative Officer (SAO) will oversee all operations of the community government. The SAO will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies, and procedures. The SAO is responsible for all financial transactions, programs and services created and implemented by the community government.

The SAO is responsible for the management of several budgets (often in millions of dollars) and management of a variety staff members. The SAO is responsible for delivery of programs and services in the areas of finance and administration, community government services, recreation programs and facilities, protective services, and community lands administration.

The SAO provides advice and support to the Chief & Council and ensures that they have accurate and timely information to make effective decisions. The SAO also acts as liaison between the community government and other government agencies and departments, private industry, business and any other individuals, groups or agencies operating in the community.

The SAO must provide records and documents to the relevant governments and agencies, when requested. The SAO must also ensure that all community government business and operations are conducted in a responsible, confidential, and ethical way.

Failure to provide adequate services may result in lost or misused revenues, poor morale among staff, inadequate services for residents and a loss of credibility for the Chief and Council.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

- 1. Financial management of all community government operations to ensure that finances are maintained in an accurate and timely manner and comply with relevant legislation, by-laws, policies and procedures**

Main Activities

- Prepare community government budgets
- Estimate revenues and expenses
- Review and analyze financial statements and reports
- Conduct financial analysis and cash flow forecasting
- Establish internal financial controls
- Oversee payroll functions
- Review and analyze variance reports
- Ensure financial systems are maintained in an accurate and timely manner
- Prepare for and respond to the annual audit
- Manage funds

- 2. Manage all community government programs and services to ensure that services are provided in an effective and efficient manner**

Main Activities

- Manage protective & community government land use, & recreation programs & services
- Develop strategic and operational plans for each program area
- Develop or monitor proposals for program funding
- Maintain program & services standards, policies, guidelines, and procedures
- Evaluate the effectiveness of programs and program delivery
- Prepare an Emergency Preparedness Plan
- Facilitate the development of community lands

- 3. Manage all community government staff to ensure a productive, positive, and healthy work environment**

Main Activities

- Develop and implement a human resources plan and personnel management policies and procedures
- Ensure that accurate job descriptions are in place
- Recruit and orient staff
- Evaluate, train, and develop staff
- Provide leadership, guidance, and counseling to staff
- Supervise staff and delegate responsibilities

- Take corrective action when required

4. Maintain the general administration of the community government

Main Activities

- Provide reports to government agencies, departments, and other organizations
- Ensure records are maintained
- Maintain insurances
- Obtain legal and legislative advice on various issues
- Ensure computer systems and office equipment is maintained
- Award and oversee contracts
- Ensure inventories are maintained
- Research potential funding, programs, and projects, as required
- Tender, award and manage contracts
- Oversee the land management program

5. Coordinate community development, and public & community relations activities

Main Activities

- Assist in coordination and implementation of the community development plan
- Evaluate the community plan and its implementation
- Conduct needs assessments, as required
- Facilitate public meetings
- Liaise with various community groups
- Address public complaints and concerns
- Promote community government programs, services and community events and activities

6. Provide support and advice to the Chief and Council to ensure that Council can make effective decisions

Main Activities

- Coordinate and/or facilitate Strategic Planning meetings for Council and assist Council in developing long-range plans for the community
- Administer Community Government Council elections
- Attend Council meetings
- Prepare agendas, information, and resources for Council Meetings
- Provide Council with advice and recommendations
- Maintain and circulate minutes of meetings
- Assist with the preparation or revision of bylaws and motions
- Ensure that all Council business is conducted within relevant legislation, policies, and procedures

- Convey Council decisions to the public and provide media releases as required
- Represent the community government and Council at local, regional, territorial, and/or national meetings
- Coordinate and/or facilitate Council orientation and training for governance, emergency management, land use planning, and economic development

7. Perform other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ financial management & generally accepted accounting principles;
- ✓ human resources management;
- ✓ community government program administration;
- ✓ management & delivery program evaluation;
- ✓ an understanding of relevant community government legislation, policies, & procedures;
- ✓ an understanding of the northern cultural & political environment;
- ✓ an understanding of the roles & responsibilities of Councils & Administration;
- ✓ an understanding of self-government & land management.

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership & management skills;
- ✓ financial management skills;
- ✓ supervisory & human; resource management skills;
- ✓ contract management skills;
- ✓ strategic planning skills;
- ✓ analytical and problem-solving skills;
- ✓ decision-making skills;
- ✓ negotiations skills;
- ✓ effective verbal & listening communications skills;
- ✓ high proficient level for computer skills, including the ability to develop spreadsheets & word-processing;
- ✓ effective written communications skills, including the ability to prepare reports, policies & bylaws;
- ✓ effective public relations & public speaking skills;
- ✓ research & program development skills;
- ✓ stress management skills;
- ✓ time management skills.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of SAO. The incumbent must also demonstrate the following personal attributes:

- ✓ maintain high standards of personal conduct in their private life (as the SAO is role model in the community);
- ✓ be respectful;
- ✓ possess cultural & political awareness & sensitivity;
- ✓ be flexible & able to adapt to changing demands & requirements;
- ✓ demonstrate sound work ethics;
- ✓ be, and appear to be, consistent & fair in all dealings.

The SAO would normally attain the required knowledge, skills, and abilities through completion of a recognized accounting designation and/or through completion of a post-secondary program in Public or Local Administration and several years of related community government experience at a senior level. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The SAO may have to work odd or long hours at a time to complete special requests or projects. The SAO will have to spend long hours sitting and using office equipment, computers, and attending meetings. The SAO may also have to complete construction site visits or visit community government projects in the field.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The community government office is a busy facility. The SAO will have to manage a number of people and projects, at the same time, and will be interrupted frequently to meet the needs and/or requests of staff, residents, and/or Council Members. The SAO may find the environment to be busy, noisy, and will need excellent organizational, time, and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include extensive reading and use of the computer which may cause eyestrain and occasional headaches, combined with the constant noise and activity of a busy office environment.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The SAO will have to manage many requests and projects at one time. The SAO may have to complete many tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time. The need to supervise many staff and the need to meet continuous and tight deadlines often results in a stressful work environment. The level of responsibility and the potentially detrimental effects of decisions made by the SAO can also be a significant cause of stress and anxiety.

