

Job Description

Assistant Senior Administrative Officer

PURPOSE OF THE POSITION

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

The Assistant Senior Administrative Officer is responsible for the management, administration and delivery of all municipal programs and services in order to ensure that they are accomplished in an effective and efficient manner and within all legislative, policy and procedural guidelines.

SCOPE

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

Reporting to the Mayor and Town Council, the Assistant Senior Administrative Officer (ASAO) will oversee all operations of the municipality. The ASAO 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. He/she is responsible for all financial transactions, programs and services created and implemented by the municipality.

The ASAO is responsible for managing a budget of xxx million dollars and up to 6 staff members. He/she is responsible for delivery of programs and services in the areas of finance and administration, municipal services, recreation programs, protective services and community lands administration.

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

The ASAO must provide records and documents to the relevant governments and agencies, when requested. He/she must also ensure that all municipal 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 Mayor and Council.

RESPONSIBILITIES

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

1. Administer lands owned or controlled by the Settlement in order to ensure proper land use and adherence to land use resolutions, policies and procedures

Main Activities

- Provide and receive applications for land use
- Explain land use policies and procedures
- Forward applications to Council with recommendations
- Follow up on applications
- Conduct inspections for improvements
- Provide required information and reports to Municipal and Community Affairs
- Process land use transfers
- Maintain maps and land use files

2. Conduct research on wide range of topics to ensure the SAO and Council are making informed decisions

Main Activities

- Gather and analyze information, data and reports
- Conduct research such as reviewing Hansards
- Consult with organizations such as the NWTAM and Federal Government
- Conduct research into funding opportunities

3. Receive utilities payments

Main Activities

- Receive payments
- Provide receipts
- Maintain a list of customers and payments received
- Secure payments

4. Perform general office duties

Main Activities

- Assist with receptionist duties
- Type correspondence, reports, etc. on the computer
- Prepare the monthly newsletter, posters and information items
- Maintain files
- Perform routine office duties such as sending out faxes and arranging deliveries

5. Prepare packages for Council meetings

Main Activities

- Gather information
- Prepare and distribute the agenda and required materials
- Notify Council Members of the meeting times and dates
- Arrange for special meetings
- Set up facilities
- Take minutes at meetings
- Follow up on action items

6. Respond to inquiries from the public

Main Activities

- Respond to request for information
- Assist members of the public with inquiries
- Access other agencies

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:

- ✓ land use planning and applications process
- ✓ municipal government program administration and delivery
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment
- ✓ an understanding of the roles and responsibilities of Town Councils

Skills

The incumbent must demonstrate the following skills:

- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level
- ✓ effective written communications skills
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

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

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural and political awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The ASAO would normally attain the required knowledge, skills and abilities through completion of an office procedures or public administration program and several years of related experience. 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 ASAO may have to work odd or long hours at a time to complete special requests or projects. The ASAO will have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The municipal office is a busy facility. The ASAO may find the environment to be busy, noisy and will need excellent organizational and 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 reading and use of the computer, which may cause eyestrain and occasional headaches and the constant noise, and activity of a busy office environment.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The ASAO will have to manage a number of requests and projects at one time. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Mayor's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.