

CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: Administrative Assistant
Department: Executive Council Office (ECO)
Supervisor: Executive Assistant to Chief and Council
Date: July 24, 2020
Wage Level: Level 5
Status: Regular Full-Time

A. **Job Summary:**

Under the direction of the Executive Assistant to Chief and Council, this position provides program and administrative assistance to the Executive Council Office to ensure effective and efficient support to the Executive Office. This position will assist in fostering good public relations with citizens, staff, and other governments, and performs other related duties.

B. **Main Duties**

1. Provides a full range of administrative and analytical support to the Executive Assistant to Chief and Council by:
 - coordinating briefing meetings with ECO staff, Chief, Executive Committee and Chief and Council.
 - assist with liaising with officials from other Governments and First Nation organizations, organizing meetings, agendas, and providing other support.
 - assist with liaising with Minister's offices and other political offices.
 - maintaining and distributing written information and related program materials in response to requests from callers, membership, and staff.
 - maintaining manual and electronic filing systems as required.
 - providing word processing of correspondence, memoranda, reports, and documents, and providing excel spreadsheets when required.
 - distributing and preparing materials for meetings and supplying administrative support as needed.
 - administering the pay system for Council as required.
 - administering travel claims for Council as required.
 - managing the Chief and Council's appointment schedule to balance accessibility with other demands and to ensure minimal schedule conflicts as required.
 - managing the incoming mail system.
 - providing minute taking support for meetings as requested.

- monitoring action items assigned by the Executive Assistant to Chief and Council for follow-up.
 - communicating on an ongoing basis with the Haines Junction and Whitehorse office staff.
 - filling in for the Executive Assistant to Chief and Council when required.
 - developing, maintaining, and posting an electronic Political Meeting calendar, on a monthly basis.
2. Performs other administrative duties as a member of the Executive Council Office by:
 - ensuring service levels are maintained when team members are absent.
 - overseeing the management of confidential and sensitive documents pertaining to the work of the ECO, as directed.
 - maintaining records of legislation, policies, resolutions, and minutes electronically.
 - maintaining a library of official Chief & Council documents including departmental report binders, budget binders, strategic planning binders, reading files and orientation binders.
 - performing basic financial functions such as preparing local purchase orders (LPOs) in the absence of the Executive Assistant.
 3. Performs other duties such as, but not limited to:
 - assisting with other CAFN administrative matters related to organizational meetings and events as required.
 - maintaining and managing reading files and library resources for the Executive Council Office.
 - attending various other meetings, workshops, conferences as required.

C. **Job Knowledge and Skills:**

Education and Experience:

Grade 12 or GED. Experience in office administration and experience providing a broad range of administrative support to senior management, including managing confidential documents and correspondence. Proficiency in working with MS Office (Word, Excel, Outlook, and Internet) is required. Experience working in an executive office setting is preferred. An equivalent combination of education, training and/or experience may be considered.

Job Knowledge:

- Knowledge of CAFN history, culture, demographics, goals, and aspirations
- Knowledge of general administration and financial practices
- Knowledge of basic record or bookkeeping would be an asset.

Management Skills:

- Excellent organizational and time management skills
- Strong research, analytical and problem-solving skills
- Ability to manage own workload with minimal direction
- Ability to make administrative decisions and solve administrative problems

Specific Skills:

- Strong verbal communication skills
- Excellent writing skills with attention to detail
- Ability to take minutes at meetings
- Ability to operate computer applications such as Word, Excel, and Outlook.
- Ability to operate general office equipment such as photocopier, fax, and other machines
- Ability to file catalogues and maintain files and library resources

Interpersonal Skills:

- Ability to deal with frequent interruptions and take direction from more than one source
- Ability to establish and maintain professional working relationships and work well as part of a team
- Ability to use tact and diplomacy
- Ability to maintain strict confidentiality

D. **Decision Making:**

This position receives direction from the Executive Assistant to Chief and Council. The incumbent will be required to use discretion and judgement in scheduling appointments, meetings, assembling background materials, providing appropriate information to requests and developing effective office procedural and library resource systems. Most of the decisions are of a routine nature. This position is expected to work with minimal supervision.

E. **Impact/Accountability:**

The incumbent determines day-to-day operations to meet the goals, objectives, and priorities of Council. The major impact of the work of this position is on the ability of the Chief and Council to fulfil their duties and responsibilities.

Citizens will receive timely and accurate information. Branch staff can access accurate information for timely and informed decision-making. Branch files will be updated and maintained – both electronic and paper. The credibility of the Executive Council Office will be maintained by keeping a high level of confidentiality.

F. **Positions Supervised:**

Summer Students

G. **Working Conditions:**

This position is located in a normal office setting. The position may be required to travel occasionally to various locations within Whitehorse and Haines Junction. The position is sometimes required to meet regular and

critical deadlines in the carrying out of requests or in the processing of administrative paperwork but will require little overtime. Interruptions occur frequently. Some concentration is required when reviewing, analysing, and compiling information. The position responds to a variety of requests from the Executive Assistant to Chief and Council and other departmental staff.

H. **Conditions of Employment:**

- Clear Criminal Record Check
 - Valid Class 5 Yukon Driver's License and Personal Vehicle
 - Mandatory confidentiality is a condition of employment for all CAFN personnel
 - All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.
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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

_____ Director of Human Resources	_____ Date
_____ Executive Director	_____ Date
_____ Employee	_____ Date