



Dawson Regional Planning Commission

Moving Forward • Nän kāk ndä tr'ädäl

Office Administrator

\$26,000-\$30,160 p.a. (based on 20 hours per week)

Position Description

Introduction

As mandated by Chapter 11 of the Yukon Umbrella Final Agreements, the Dawson Regional Planning Commission (DRPC) is a six member public board responsible for producing a regional land use plan for the Dawson area.

Duties and responsibilities

Reporting to the Senior Planner, the Office Administrator provides administrative and secretarial support to the DRPC; assists the Senior Planner with the preparation and administration of budgets, variance reports, comprehensive financial records and official correspondence; performs special projects and/or research on an ongoing basis; prepares meeting packages and takes and prepares minutes for all Commission meetings and public proceedings; processes accounts payable and incoming correspondence; arranges travel and accommodation for Commission members; provides logistical support for planning meetings and workshops; organizes and maintains systems for filing of all written and financial records of the DRPC. The Office Administrator manages the day-to-day operation of the office efficiently by performing a variety of general office duties as required, maintains and coordinates various types of schedules, and executes a number of other duties with little or no supervision. Some short-term travel to communities may be required.

Work Environment

The Office Administrator will work as part of a regional planning team including the Senior Planner, a Land Use Planner, a GIS/Data Technician and technical representatives of the plan partners. The location of work will be the DRPC office in Dawson City, Yukon. Occasionally, travel and short-term visits to the communities will be required.

The workplace is a self-directed, participatory and consensus decision-making environment, where both individual and team effort will be required to meet the demands of the Commission and achieve the goals of their land use planning processes.



Dawson Regional Planning Commission

Moving Forward • Nän kāk ndä tr'ädäl

Office Administrator Statement of Qualifications

R: Required Qualification

D: Desired Qualification

Education:

- **R:** successful completion of post secondary coursework in secretarial skills and/or office procedures. Previous training and experience in accounting/bookkeeping is desirable. An equivalent combination of education and experience may be considered.

Work Experience:

- **R:** minimum 2 years work experience in office administration, secretarial support and/or accounting/bookkeeping.

Knowledge, Skills and Experience:

- **R:** proficient in use of Microsoft Office®, Excel® and Simply Accounting®, desktop publishing, data base and other relevant software packages and general office equipment;
- **R:** knowledge of financial administration and general accounting standards and practices (GAAP)
- **R:** able to maintain organized and accurate records, filing system and files, library/data and office administration systems;
- **R:** demonstrated cross-cultural awareness and ability to work in a cross-cultural environment, some knowledge of the Umbrella Final Agreement (Chapter 11);
- **R:** able to communicate effectively orally and in writing, able to handle confidential matters, to be tactful, diplomatic, and use good judgment while working in stressful/pressure situations;
- **R:** excellent interpersonal skills, ability to work independently yet be an integral team player;
- **R:** able to communicate effectively with all levels of Government, First Nations, industry and the public;
- **R:** ability to work with a variety of people with potentially differing views, values and beliefs;
- **D:** knowledge of important Yukon players in industry, government departments and First Nations as they relate to the Commission's mandate under Chapter 11 of the Umbrella Final Agreement; and
- **R:** ability to travel to Yukon communities for short durations for the purpose of Commission meetings and/or workshops.

Personal Suitability:

- **R:** effective interpersonal relationships;
- **R:** ability to work in teams and independently;
- **R:** ability to communicate and interact in cross-cultural settings;
- **R:** ability to prioritize tasks and take initiative on projects; and
- **R:** discretion, commitment, tact, dependability and thoroughness.