



POSITION

Working Title: Office Manager

Employer: Yukon Salmon Sub-Committee
Chair, Yukon Salmon Sub-Committee

Location: 106 Main Street, Whitehorse

Supervisors Name: Chair, Yukon Salmon Sub-Committee

Or

Vice-Chair, Yukon Salmon Sub-Committee,

Or

in the absence of both the chair, or Vice-Chair, the Executive Secretary, Yukon Salmon Sub-Committee.

OVERVIEW

The position provides administrative, secretarial, and general book keeping support and related services to the Yukon Salmon Sub-Committee (YSSC), provides coordination between Fisheries & Oceans Canada (DFO) and the YSSC as appropriate and liaison with the Yukon Fish and Wildlife Management Board (YFWMB). The position reports to the Chair or the Vice-chair of the Yukon Salmon Sub-Committee, and will from time to time report to the Executive Secretary. The position may also involve some work on special or joint projects with the FWMB, with direction from the Chair of the YSSC.

WORK DESCRIPTION

1 Duties and Responsibilities

a) Major Functions (Approximate percent of job time = 70%)

- Provides first level contact, and administrative, secretarial services and support services to the YSSC by:
 - providing a full range of reception and clerical functions, including screening telephone calls and visitors; taking and relaying messages to the Chair; responding directly to general inquiries and redirecting, as required;
 - maintaining planning calendar of all appointments, meetings, commitments, deadlines;
 - opening, sorting, and prioritizing mail, ensuring urgent requests are brought to the attention of the chair, and any background information that is required;
 - greeting visitors and providing information requested or directing them to the appropriate YSSC member or DFO representative;
 - arranging meetings, including preparing agendas (with Chair) and appropriate information packages, briefing notes; contacting and confirming participants for Regular YSSC meetings, as well as, meetings with First Nations, Governments, Fishers or others as requested by the Chair of YSSC;
 - coordinate information with YSSC Executive Secretary (Senior person in DFO) and any DFO liaison assigned to the YSSC by DFO as the main point of contact, including arranging for DFO to supply technical information (briefing notes) or knowledgeable staff to assist the YSSC as appropriate and required to fulfill the mandate of the committee;
 - communicating regularly with Chair, and Executive Secretary by phone, e-mail and in person;
 - maintain a professional relationship with all governments, First Nations, stakeholders and public;
 - research or compiling information to support the activities of YSSC. This may include compiling information in response to letters, meetings of the YSSC or special projects of the Chair or YSSC members;
 - maintaining, and up keeping a professional filing system, including but not limited to filing resolutions, minutes, action items, and other documents related to YSSC activities and decisions;
 - attending, recording and transcribing minutes of the YSSC meetings and distributing minutes as requested;
 - making logistical and administrative arrangements for YSSC meetings, and workshops, including agenda distribution, letter writing and mail-outs, public service announcements, travel, accommodation, food/beverage services, and room preparation;

- assisting with editing and drafting letters and technical documents and recommendations;
 - maintaining and managing the updating the YSSC website, including updating the site with current documents and meeting dates and regularly checking for errors, out of date information and broken links;
 - making arrangements for newspaper ads, announcements or distributing press releases as directed by the Chair;
 - ordering and arranging promotional products for the YSSC as directed by Chair;
 - ordering, purchasing, and maintaining office supplies and equipment for the YSSC office; and
 - process invoices for payment by matching purchase orders with invoices, ensures approval and coding is correct. Occasionally assisting the FWMB with the preparation of meeting packages and other administrative activities to assist in their peak work periods.
- Manages the day to day operations of the YSSC, by:
 - assisting the book keeper, preparing and processing honoraria and travel forms for the YSSC according to the policy set by the YSSC; for processing submitted travel claims, travel advances, automobile mileage claims, meal allowances and related expenditures in accordance with established procedures;
 - reviewing and processing invoices (i.e. electrical bills, telephone bills, and contracts for services) for payment and identifying and verifying appropriate codes for entering into computerized accounting system as required; confirming accuracy of calculations; confirming performance of work/receipt of goods; and ensuring that contract documents are in place;
 - working with and assisting the bookkeeper by maintaining alphabetical and numerical filing systems for invoices, packing slips, cheque copies, contracts and bank deposits; and
 - responding to inquiries from businesses, agencies and contractors in regards to payment by researching, analyzing and making necessary contact with staff to clarify and resolve issues relating to invoices.

b) Other Principal Activities (Approximate percentage of job time = 25%)

- Provides administrative support to the YSSC by:
 - working with the Chair or Vice-chair and the bookkeeper and where appropriate the Executive Secretary DFO;
 - record, monitor and maintain all financial records required for the operation and management of YSSC Special Projects;
 - draft the annual budget with the YSSC and chair for forwarding to YFWMB and the funding agency, as required;

- working with committee to develop guidance documents and records of operation of the committee (i.e. budget schedule and dates, recommendation dates, recommended meeting dates and potentially a board member briefing manual);
 - prepare and present the YSSC at each meeting with a summary of all expenditures to date, compared with the annual budget; and
- c) Additional Activities (Approximate percentage of job time = 5%)
- Undertake special assignments as designated by the Chair, (e.g. researching office equipment requirements and initiating purchase of appropriate equipment) or working with Committee members on projects/committees.
 - Keeping track of loaned equipment (e.g. filing cabinets, fax machines, etc).
 - Performing any other duties assigned by the Chair or Vice-chair of the YSSC.

2 Problem Solving and Decision Making

- a) The Office Manager is expected to make recommendations to the Chair of the YSSC on:
- improvements to office equipment and telecommunication needs;
 - drafts of documents and general correspondence;
 - meeting logistics and agenda;
 - contracts and services to fulfill the needs of the YSSC; and
 - changes to procedures to enhance efficiency and fulfill the mandate of the YSSC.
- b) The Office Manager can expect that final decisions on his/her recommendations are made by the Chair or Vice-Chair, as the case may be, in cooperation with the members of the YSSC.
- c) The Office Manager is expected to regularly make final decisions on:
- handing of requests for information to and from the Chair, and members of the YSSC as designated;
 - prioritization of workload to ensure deadlines are met;
 - arrangements and logistics of meetings;
 - day to day (small dollar) financial decisions; and,
 - administration of file management system.
- d) Decisions made by the incumbent impact on the provision of reliable and administrative support provided to the Yukon Salmon Sub-Committee. Decisions

and recommendations can also impact on the relationship between the YSSC, DFO, YFMWB and RRCs and can also impact the effectiveness of the relations between the Executive Secretary and members of the YSSC.

3 Skills, Abilities, Knowledge and Experience

- a) The incumbent should be able to demonstrate or provide examples that they have the following skills, abilities, knowledge and experience (essential requirements are highlighted):
- grade 12 supplemented by courses in word, excel, windows or a combination there of (ESSENTIAL);
 - experience in senior administrative/office management;
 - good understanding of, supplemented with experience in accounts receivables;
 - good interpersonal skills is a necessity;
 - ability to work independently with very little guidance or support (ESSENTIAL);
 - good time management skills;
 - knowledge and understanding of the mandate of the YSSC's role and function pertaining to the Umbrella Final Agreement/IP;
 - knowledge of Yukon First Nations and Self-government agreements;
 - knowledge of Yukon fisheries and traditional knowledge;
 - knowledge of Fisheries Act and associated regulations and policies;
 - must be able to meet critical deadlines, working under pressure is critical;
 - good organizational skills;
 - valid Yukon Drivers license; and
 - Exceptional Communication Skills: Written and Oral (ESSENTIAL).

4 Proficiency

It is expected that it will take six months to one year for a qualified employee to become fully proficient with the requirements of this position and the responsibilities of the YSSC.