



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Director, Community Operations	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
21-11330	Yellowknife	Community Operations, Headquarter

## **PURPOSE OF THE POSITION**

The position is responsible for providing a policy framework and technical support for regional offices and community governments to assist them in delivering programs and services essential to good community life and to provide a safe, healthy environment for community residents. Program and service support is primarily in the area of sound financial management and accountability, infrastructure planning and development, asset management, and drinking water and municipal environmental management.

The position is responsible for supporting the work of the Department in working with other external stakeholders to consult, negotiate and implement other funding programs such as federal infrastructure programs that provide funding for municipal infrastructure.

The position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories acts, regulations, policies and procedures such as the *Cities, Towns and Villages Act*, the *Hamlets Act*, the *Charter Communities Act*, the *Tlicho Community Government Act*, departmental funding policies and approximately 16 other pieces of territorial legislation enforced by the Department, the Northwest Territories Act, and other territorial and federal legislation that binds the actions of community governments.

## **SCOPE**

The Director, Community Operations is located in Yellowknife and reports to the Deputy Minister. The work of the position supports and impacts the programs delivered by both headquarters and regional offices. These programs affect all community governments and residents of the Northwest Territories.

The functions of the position impact the financial accounting and budgeting of community governments and their ability to deliver a full range of municipal services, including the building of capital infrastructure projects.

The position may also impact the health and safety of residents through programs designed to assist with the construction of capital projects such as water treatment plants, sewage lagoons, solid waste sites and fire halls.

As a member of the MACA senior management team, the Director participates in setting priorities and objectives and contributions to the preparation of departmental business plans and budgets for submission to the Financial Management Board. The Department's O&M budget is \$103 million and the capital budget is \$28 million.

The Director has direct responsibility for a budget of approximately \$2.1, including compensation and benefits and operations and maintenance. The Director has responsibility for oversight and administration of approximately \$105 million in grants and contributions flowed to community governments.

Due to the integrated role in the Department related to funding agreements and supporting infrastructure development, the Director plays an important role in identifying and working with regional operations and community governments with issues related to the accountability of community governments regarding the expenditure of public funds and their obligations under community government legislation and federal funding programs.

The Director is responsible for developing tools and supports through MACA's Accountability Framework for regional operations to better support community governments in the delivery of their municipal services.

The Director is also responsible for supporting the administration and management of a range of federal infrastructure programs including the Gas Tax Agreement (with an annual budget of \$15 million), the Building Canada Plan (\$25.8 million over 10 year including for community public infrastructure projects) and any federal infrastructure programs that may be implemented in the future.

The position is responsible for the work of 14 subordinate positions, 3 of which report directly to the Director. Of the three positions which report to this position, two are managers and one is an administrative assistant.

## **RESPONSIBILITIES**

1. Design and develop policies and programs that support the regional operations in assisting community governments.
2. Develop and regularly evaluate the policy basis by which the Department provides operational and capital funding to community governments.
3. Design, develop, evaluate and provide strategic advice to the Deputy Minister and Minister on the creation, amendment and future direction of MACA departmental legislation and policies that affect community governments.
4. Support regional operations in the negotiation and implementation of funding agreements with community governments.
5. Support the engagement of the Department in the GNWT Infrastructure Plan and monitor the status of remaining capital projects on that Plan until completion.
6. Work collaboratively with regional operations and community governments to support the development and implementation of community infrastructure plans.
7. Work collaboratively with regional operations and departments as required, and develop and evaluate funding policies for community governments.
8. Design and develop funding agreements with community governments and support regional operations with the implementation of the agreements.
9. Support the administration of funding agreements with the Government of Canada for Infrastructure Programs.
10. Provide guidance and support to regional operations and community governments on Federal and Territorial requirements on municipal operations related to water, waste, infrastructure and financial administration. Represent municipal interests and perspectives in the development of national or territorial standards for community governments.
11. Support the engagement of the Department in the GNWT Environmental Liabilities plan and monitor the status of the Department's remediation projects.
12. Monitor the financial health of community governments.

13. Work cooperatively with regional operations to assist community governments in financial difficulty.
14. Work cooperatively with regional operations to assist community governments to comply with Territorial legislation and funding agreements.
15. Support regional operations in the delivery of the Grants in Lieu of Property Taxes Program, the Seniors and Disabled Property Tax Relief program, and the New Deal Property Taxation Revenue Grant program.
16. Supervise, motivate and mentor subordinate staff. Schedule and assign work to unit staff and monitor work in-progress and work accomplishments.
17. Establish performance management processes, including consideration for training and development for employees.

#### **KNOWLEDGE. SKILLS AND ABILITIES**

- Sound understanding of community development and all areas of community government operations, including community government structures, administration and operations;
- Sound knowledge and ability to analyze and interpret legislation, policies and procedures;
- Ability to conduct oneself professionally in a highly political environment;
- Strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities are essential;
- The ability to work to deadlines and respond effectively to frequently changing deadlines;
- The ability to develop and deliver formal presentations that may be instructional or persuasive to stakeholders with considerable differences in expertise;
- Requires an understanding of the decision-making process of northern aboriginal communities and the social dynamics which may affect community operations;
- The ability to manage a diverse team of individuals;
- The ability to influence and persuade internal and external stakeholders;
- The ability to work effectively within a larger Senior Management team; and

- Effective written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances.

**Typically the above qualifications would be attained by:**

The above noted knowledge, skills and abilities may typically be acquired through the completion of a bachelor's degree in public or business administration or a related field and a minimum of eight years experience in progressively more responsible positions, including at least three years supervising the work of others.

A professional designation in accounting and/or some demonstrated experience in municipal infrastructure planning, financing and development would be considered an asset.

## **WORKING CONDITIONS**

### **Physical Demands**

Normal office environment.

### **Environmental Conditions**

Normal office environment for 80 to 90 percent of the time.

The incumbent is required to travel throughout the Northwest Territories. This may involve travelling by single engine airport and vehicles in adverse weather conditions. The position will be away from home 10 to 20 percent of the time.

### **Sensory Demands**

Normal office environment.

### **Mental Demands**

The position is regularly called upon to respond to governance and infrastructure issues that can often be highly politically sensitive and involve municipal / aboriginal / multiple levels of government. These issues can include technical problems or conflicts, which can jeopardize the safety and quality of services delivered in a community including drinking water and sanitation issues.

As a result, the position must make urgent or critical decisions and/or recommendations that impact the expenditure of funds and public health resulting in a high level of stress for the incumbent.

## **ADDITIONAL REQUIREMENTS Position Security (check one)**

- No criminal records check required  
 Position of Trust- criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check