

IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Assistant Superintendent, Sahtu	
Position Number	Community	Division/Region
21-13929	Norman Wells	Sahtu Region

PURPOSE OF THE POSITION

The Assistant Superintendent is responsible for providing support and assistance to community governments through regional delivery of a diverse suite of departmental programs, particularly in the areas of financial management, budget planning and maintenance, governance and administration. These activities are conducted in accordance with relevant Government of the Northwest Territories (GNWT) legislation, regulations, policies, departmental procedures, and generally accepted accounting standards.

SCOPE

The Assistant Superintendent, Sahtu is located in Norman Wells and reports to the Regional Superintendent, Sahtu (Superintendent).

The Department of Municipal and Community Affairs (MACA or the Department) is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.



The Assistant Superintendent leads and coordinates the Department's activities aimed at supporting community governments to build and enhance their capacity to govern the community consistent with best practices and principles, and works with community governments to better position them to address the operational, financial and governance challenges of the future. The Assistant Superintendent works with community governments to help them understand, respond and report on their accountability responsibilities to the GNWT and to the residents they serve.

MACA is responsible for the administration of 20 statutes, seven Executive Council policies, and 20 Ministerial policies. The Assistant Superintendent must have working knowledge of departmental policies and legislation, as well as a familiarity with local community by-laws, and must be able to explain their application to community governments.

The Assistant Superintendent's duties are achieved in coordination with the Regional Superintendent, departmental Directors and subject matter experts, external partners, and community governments. While the work is performed under the general direction of the Regional Superintendent, the Assistant Superintendent has a significant amount of responsibility, accountability and latitude provided that legislation, policies, guidelines and interests of the GNWT are adhered to and the perspectives of the Superintendent and departmental subject matter experts are sought when required.

The Assistant Superintendent must maintain effective public relations and build positive relationships with community governments, other departments, local contractors and businesses, and with the public. Good judgment and tact is required in all interactions with colleagues, partners and stakeholders.

The Assistant Superintendent supports the Regional Superintendent in promoting and delivering new and existing departmental initiatives to regional staff in a manner that supports building and maintaining a positive and productive team environment. The Assistant Superintendent provides leadership to regional staff, supports the management of all regional programs and services in the absence of the Superintendent, and is expected to consistently demonstrate and encourage the desired behaviours related to the GNWT core competencies.

RESPONSIBILITIES

1. Provides advice and support to community government Senior Administrative Officers and Councils regarding good governance and financial administration.

- Works with community government staff and elected officials to build understanding of governance responsibilities and financial administration.
- Provides advice to community governments on the administration, and implementation of contribution agreements.



- Provides support to community governments in meeting quarterly reporting and annual audit requirements.
- In coordination with MACA's regional and divisional subject matter experts, provides advice and guidance to community government councils and senior administrators on bylaw and policy development, implementation and enforcement.
- Reviews drafts of bylaws, policies and minutes and works with MACA's subject matter experts for review and comment, ensuring feedback is provided to the community government in a timely manner.
- Review final bylaws and work with the community government and MACA's subject matter experts to ensure compliance of final bylaws with legislation.
- Tracks and reviews bylaws and policies for each community in the region, to ensure that community governments are kept informed of their potential need to review and revise in accordance with best practices, case law, and changing environments.
- Review community government council meeting minutes for compliance with legislation and identify issues that could lead to governance issues at the community level.
- When required, works with MACA's Community Governance Division to support community election processes in accordance with the *Local Authorities Elections Act*, which may include dissemination of elections information, observing local elections processes, and other duties as may be required.

2. Leads regional assessment, reporting and evaluation processes related to community government operational, financial and governance practices annually and throughout the year.

- Leads the ongoing delivery and coordination of community government accountability assessments, evaluation and reporting, associated community council and staff orientations, and community work planning for the community governments in the region.
- Develops recommendations based on the accountability reporting and evaluation related to potential support or elevated response actions that may be required by MACA.
- In coordination with the Superintendent, departmental Directors and subject matter experts, performs in the role of municipal inspector when the Department is required to conduct a formal municipal inspection of a community government's operations, financial affairs, and governance practices.
- Provides information to community governments about MACA program support options, as well as information on other GNWT program supports that may be accessible.

3. Leads financial management functions for the Regional Office.

- Provides financial assistance and support to the Regional Office in preparing regular variance and forecast reports.



- Liaises with the Manager, Financial Services, Corporate Affairs, on behalf of the Regional Office regarding management of financial matters.
- Liaises with Procurement Shared Services for all procurement functions for the Regional Office.
- Provides advice to the Superintendent on the management of the regional budget.
- Monitors regional budget on an ongoing basis to ensure that regional program activities are coded correctly and are not over expended.
- Provides information as requested by Department of Finance and MACA's Corporate Affairs Division.
- Reviews usage of regional GNWT credit cards for compliance with Financial Administration Manual (FAM) policy requirements and ensures any discrepancies are addressed immediately.
- Monitors Regional Travel Expenses in SAM to ensure that expense claims conform with GNWT Duty Travel Policies and FAM, and ensures any discrepancies are addressed immediately.

4. Administers and advises on community-based financial programs.

- Verifies the accuracy of community government Grants in Lieu of Property Tax requests and ensures that submissions adhere to the policy and procedures.
- Coordinates and processes requests for property tax rebates from community governments, seniors, and persons with disabilities in accordance with legislation, policy and procedures.
- Provides oversight and advice on the application of lottery licensing regulations, ensures timely processing of lottery licences, and reviews statement of accounts for accuracy.

5. Provides support to the Regional Emergency Management Organization and the Regional Emergency Operation Centre (REOC) in the delivery of programming related to mitigation, preparedness, response and recovery.

- Assists with the delivery of regional emergency preparedness and response activities and programming, which may include assuming a leadership role in the REOC as Incident Commander, Section Chief, or Liaison Officer during a community emergency event.
- Assists with the delivery of regional emergency recovery programming.

WORKING CONDITIONS

Physical Demands

Typical office environment for the majority of the work time. Emergency response situations will require the incumbent to participate in emergency response activities, assisting with the



evacuation of residents, surveying damaged areas, etc. These situations will require walking and standing, and possibly some lifting, carrying, set up and demobilization of equipment.

Environmental Conditions

Typical office environment for the majority of the work time. Emergency response situations and site visits will expose the incumbent to a variety of weather conditions, and potential hazards, where appropriate personal protective equipment will be required.

Sensory Demands

Enhanced situational awareness of surroundings, and continuous monitoring under emergency response conditions is required.

Mental Demands

This position is subject to deadlines and changing and competing priorities.

The position is required to travel 10 to 15 times per year, for 1 to 5 days at a time. Extensive travel by automobile and air in a variety of weather conditions is required. Travel by small single engine aircraft and watercraft may be required.

The incumbent is required to work extended hours when in a crisis management role, and in those situations will encounter residents who are under unusual stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial functions, including accounting, budgeting, payroll and benefits, assets and supplies management, grants and contributions, procedures and controls, internal audit and computerized financial systems.
- Knowledge of GAAP is required, and knowledge of Public Sector Accounting is an asset.
- Knowledge of the application of accounting theories and principles in order to recognize when complex and varied financial transactions require further investigation to ensure compliance with GNWT financial legislation.
- Knowledge of community development processes, government operations, government structures and community government administration and operations.
- Knowledge of social and political dynamics of northern and Indigenous communities.
- Knowledge of computer software, including word processing, database, e-mail and communications programs.
- Effective written and verbal communications skills, including the ability to maintain professional decorum in difficult and crisis situations.
- Demonstrated interpersonal communication and facilitation skills.
- Proven organizational skills.
- Proven skills and abilities in program management, problem solving and conflict resolution.



- Ability to work independently, demonstrate initiative, judgment, discretion and creative thinking.
- Ability to review, evaluate and analyze data and react to and implement changing needs/trends.
- Ability to operate professionally in highly political and public environments.
- Ability to manage and work with a diverse team of individuals.
- Ability to present information and ideas in a clear and appropriate manner.
- Ability to work effectively in a cross-cultural environment.
- Ability to deal with others respectfully and tactfully.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

An undergraduate degree in commerce, political science, or public policy or a related field with three (3) years professional experience related to finance, governance or management responsibilities.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Must have possession of, or be able to obtain, a NWT Class 5 Drivers Licence.

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

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred