



Kitigan Zibi Anishinabeg

P.O. Box 309, Maniwaki, PQ J9E 3C9 Tel: (819) 449-5170 Fax:(819) 449-5673

JOB OPPORTUNITY

POSITION: Executive Secretary to the Chief and Council - **AMENDED**
LOCATION: Kitigan Zibi Community Services
WORK SCHEDULE: 35 hours per week
ANTICIPATED TERM: Indeterminate
SALARY: Level 4, Range to be determined.

SUMMARY:

Under the supervision of the Community Services Director, the Executive Secretary to the Chief and Council performs all clerical work and related duties required by the Chief and Band Council.

If you are interested in applying for the position, please forward your:

- a) cover letter and current resume, including a list of three (3) references with contact information
- b) copies of education/diploma/training/transcripts
- c) any other documentation and information that will support that you meet the qualifications and competencies required (please review job description).

to **Janet Brascoupe, Employment/Training Officer**, at the Kitigan Zibi Anishinabeg Administration Office, 1 Paganakomin Mikan, Maniwaki, Quebec **by Friday, December 3, 2021 at 4:00 p.m. (EST)**.

Contact information:

Email: janet.brascoupe@kza.qc.ca
Phone: 819-449-5170/Fax: 819-449-5673

Interviews will be held. Candidates will be screened based on a checklist of all requirements, information contained in their resume, support documentation and the references. Validation will be made of the applicant's education/training/licenses.

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring policy. It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if applications are received. **Your contact information must be current and accurate.**



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JOB DESCRIPTION

General information

Job title:	Executive Secretary to the Chief and Council
Sector:	Administration
Location:	Kitigan Zibi Anishinabeg Administration Office
Terms:	Full Time
Date of job description:	November, 2021

The Incumbent

Name of incumbent:	
Date of employment:	
Title of supervisor:	Community Services Director
Name of supervisor:	

General Description of the Job

- Under the supervision of the Community Services Director, the Secretary to the Council performs all clerical work and related duties required by the Chief and Band Council, and Community Services Director.

Description of the Job	
Responsibilities	Tasks
Responsible for all Band Council clerical work	<ul style="list-style-type: none"> • Creates charts, graphs, types and/or updates documents pertaining to various issues that the Chief and Council work on (ie housing, band housing rental, letters going out to Band Members, etc) • Required to attend Council and Community meetings to take Minutes • Types up Band Council Resolutions (BCR's) and band council minutes; keep these documents locked up • Keeps the Band Council files in order and maintains these files (ex, BCR's, minutes, correspondence dealing with the provincial government, etc) • Maintains BCR's in a numerical sequence • Renew Grocery Permits • Conducts research for the Band Council
Responsible for Band Council archives	<ul style="list-style-type: none"> • Arranges archives in order and maintains all warehouse archives • Ensure there's room for other archival material at the end of the fiscal year • Assists in carrying out research for employees and looks up documents they need in the archives • Periodically looks for Band Council resolutions (dating back to the 1930's) in the archives and puts them in order • Periodically looks for handwritten minutes (dating back to the 1930's) and types them up.
Responsible for other related duties assigned by Chief and Council, and the Community Services Director	<ul style="list-style-type: none"> • Directs community members to appropriate personnel or official when required • Set up flight arrangements for the Chief/Council and books hotel arrangements • Assists Community Services Director, when needed.

Accountability

- Accountable for all KZA Admin archives
- Accountable for maintaining the privacy of documents
- Accountable for maintaining confidentiality

Qualifications

Certification and/ or level of formal education:

- College level training in Secretarial Studies/Office Systems Technology; OR DEP in Secretarial Studies, with 2 years experience
- Medical Certificate of good health
- Must not possess any criminal convictions in an area related to the job

Experience required:

- Good organizational skills
- Must be flexible
- Knowledge of typing, computers, filing and record keeping
- Knowledge of Access to Information Act
- Knowledge of the Privacy Act and PIPEDA (Personal Information Protection and Electronic Documents Act)
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Skills requirements:

- Fluent in English and Algonquin (if possible)
- Ability to communicate in French is an asset
- Ability to express oneself verbally in a clear and concise fashion

Signature of Incumbent

Signature of Director

Date