

**SAMBAA K'E DEVELOPMENT CORPORATION:
CORPORATION MANAGER POSITION**

Position Title: Corporation Manager	Competition No: 2010-001
Date: July 2010	Author(s):
Job Location: Sambaa K'e (Trout Lake, NWT)	Report to: Sambaa K'e Development Corporation Board

STATEMENT OF QUALIFICATIONS

Essential Qualifications (assessed in screening process)	
Education and Training	<ul style="list-style-type: none"> - Completion of post-secondary education in Commerce, Business Administration, or a related field, <i>with a focus on Community Economic Development</i> - Proficiency with Simply Accounting, Microsoft Office, and Internet. - Valid Class 5 Driver's License or equivalent.
Demonstrated Abilities	<ul style="list-style-type: none"> - Several years of experience as a business manager with a community economic development focus, including operations, finance and administration, marketing, and human resources functions. - Can engage in strategic planning, implementation and evaluation within a First Nation community. - Can develop and implement proposals. - Can work with a First Nations Board. - Ability to speak South Slavey an asset.
Equivalent Combination (to Education & Demonstrated Abilities)	<ul style="list-style-type: none"> - Substantial practical experience in small to medium sized business management/community economic development, combined with relevant management course work.

Rated Qualifications (factors rated through interviews, reference checks, etc.)	
Knowledge	
K.1	Knowledge of a variety of industries, including, tourism, general contracting, and renewable and non-renewable resource development.
K.2	Knowledge of government programs and services.
K.3	General knowledge of Dene culture and traditions.
K.4	Knowledge of accounting and human resource systems.
K.5	Knowledge of relevant laws and government legislation.
K.6	Knowledge of information/computer systems

Abilities	
A.1	Ability to develop and manage budgets, and oversee an accounting system.
A.2	Ability to market and promote tourism and other community-based products and services.
A.3	Ability to work with a Board of Directors.
A.4	Ability to manage human resources, including staff and consultants.
A.5	Ability to manage large projects with limited resources.

Personal Suitability	
PS.1	Strong communication skills.
PS.2	Political and cultural sensitivity.
PS.3	Ability to motivate and build successful relationships.
PS.4	Ability to resolve conflict effectively.
PS.5	Strong decision-making skills and the ability to meet short timeframes.
PS.6	Strong negotiation skills.
PS.7	Willingness to live in a remote area.

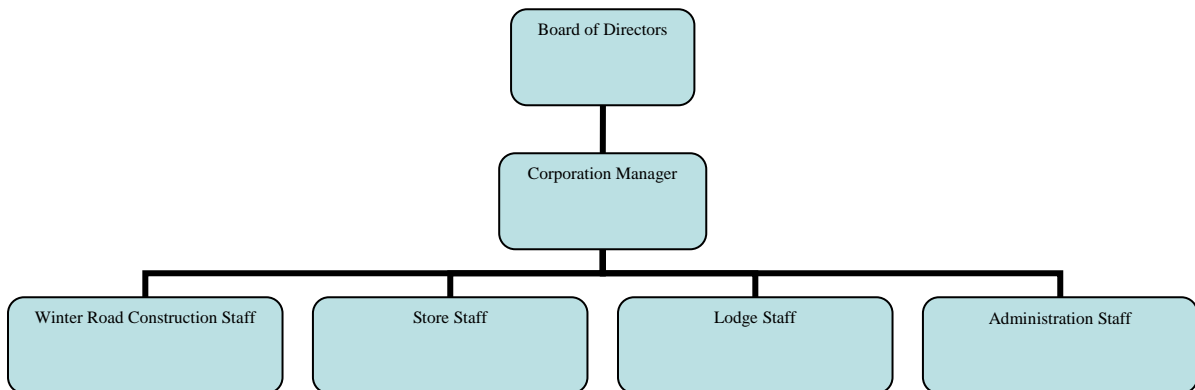
JOB DESCRIPTION

General Summary:

The Corporation Manager is responsible for the effective operation of the Smbaa K'e Development Corporation (SKDC) and its related businesses. Responsibilities include ensuring incorporation, licensing, employment standards, administration, relevant laws and regulations, and safety standards are followed, while ensuring the SKDC is operated in an efficient and profitable manner that maintains and promotes the cultural integrity of the community.

Organizational Structure:

This position reports to and is accountable to the Smbaa K'e Development Corporation Board or Directors and, through the Board, to the Smbaa K'e Dene Band Council as the sole shareholder of the Corporation. This position supervises all SKDC and affiliated corporation staff and sub-contractors.



Principal Duties and Responsibilities

1. Determine and implement SKDC's company mission and strategic direction as conveyed through Corporation objectives, policies, and procedures, by-laws, and through the effective management of human, financial, and physical resources.
2. Allocate physical, human and financial resources to implement organisational policies and programs, establish financial and administrative controls, formulate and approve promotional campaigns, and approve overall human resources planning.
3. Select employees, contractors and others; delegate the necessary authority to them to create optimum working conditions.
4. Represent SKDC or delegate representatives to act on behalf of the organisation in negotiations or other official functions.
5. Prepares submissions, applications, and/or proposals to develop business opportunities.

Contacts

- With the Board of Directors to provide input to SKDC policies and strategies, solutions to problems and help develop and implement short- and long-range plans.
- With clients/customers and stakeholders (Chief and Council, individuals, businesses, government, community groups, and professionals) to identify needs, discuss and resolve complaints and concerns and evaluate service delivery.
- With employees to discuss and resolve employee issues and concerns, provide direction, manage performance, ensure effective operations and provide service delivery standards.
- With officials/counterparts from other businesses to negotiate agreements, contracts or other business relationships.
- With industry representatives regarding activities, opportunities, and threats to SKDC businesses.
- With government officials and representatives to discuss programs, proposals, legislation and regulations and other issues relevant to SKDC.

Problem Solving

1. The SKDC is the major employer in the community of Trout Lake. Selecting and retaining employees may be difficult because of community politics, seasonal work variations, substance abuse, formal education levels, but also because of cultural practices. This position will seek ways to address this problem that are sensitive to the local culture, and will ensure that services are delivered uninterrupted.
2. Budgeting for large-scale projects such as the Winter Road can be a difficult task, especially considering fluctuations in weather and fuel costs, and the overall enthusiasm to have a better road. This position will ensure that the project is completed within the project's contract guidelines and within budget.
3. Given the isolation of the community and difficulty getting equipment and parts for a large part of the year, this position will ensure that Corporation equipment and assets are managed, monitored, and used properly to minimize damage and losses.

Specific Accountabilities

1. *Describe final decisions regularly made for which the incumbent is held accountable.*

Operations management, direction and evaluation including the establishment of employee goals, objectives, priorities, and plans, supervision of staff, quality of work, and licensing and contracts.

The quality of service delivery.

2. *What are the expected and results of this position (i.e. What are the impacts of performing the Principal Duties and Responsibilities?)*

This position is responsible for ensuring that First Nation and other members of the community receive a positive return for their effort and investment, financially and socially.

This position has a major impact on the economy of the community of Trout Lake and its residents. Business activities will reflect the cultural values of the community.

This position is instrumental in demonstrating the capabilities and credibility of the SKDC to customers, business partners, industry, shareholders, government and others.

Budget

a) *What is the annual budget for the businesses under the direct control of the position*

\$ 3 to 4 million.

b) *Does the position have the authority to reallocate resources (i.e. transfer budget funds? If yes, provide examples.)*

Financial and resource allocation on anything other than standard O&M matters requires approval of Finance Manager and/or Board, as dictated by policy.

c) *If applicable, describe other expenditures or revenues influenced by this position and how.*

Standard Corporation Manager responsibilities for budgeting and cash flow.

Working Environment

This position is located in a remote northern community, with weather-dependant fly-in access, and seasonal road access. Community services are limited. Working conditions include time in office environments and in remote bush locations, possibly during extreme weather. Frequent travel will be required, including travel by small aircraft, small watercraft, snow machines, ATVs, and other vehicles, possibly during extreme weather. Hours are irregular and will include overtime and weekend work.

Signatures

Note: The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

President: I have reviewed and accept this general description of the duties and responsibilities assigned to this position.

Signature: _____

Date: ____/____/____

Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied (or to be occupied) by me.

Signature: _____

Date: ____/____/____