

Job Posting

Career Opportunity: Resource Administrator

Department: Justice and Correctional Services
Salary Grade 4: (Min. \$46,031.00 – Max. \$69,047.00)

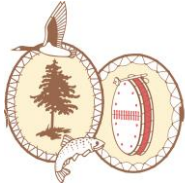
Status: Permanent
Location: To Be Determined

Core Functions

The Resource Administrator is responsible for assisting the department with administrative responsibilities in relation to the use and allocation of material and human resources within the department. In close collaboration with the Director and Coordinators, the incumbent also actively participates in the development and delivery of tools, materials and promotional items to inform various stakeholders on the services, programs and activities of the department.

Functional Responsibilities

- Provide support to the Department with the implementation of new programs or services including the preparation of forms, documentation and manuals.
- Assist with the coordination of events, training activities and conferences of the department.
- Oversee the Receptionists and ensure the collection of fines.
- Provide assistance to the Director with the orientation of new support staff and updating of the Employee Manual.
- Assist and work closely with the Coordinators to ensure the full utilization and maximisation of resources.
- Assist the Department in identifying the resources needed to complete tasks or projects.
- Verify and ensure on a regular basis that all department facilities have adequate material resources and supplies.
- Prepare assets inventory of the Department, in collaboration with Capital Works and Services Department.
- Assist in the planning, development and implementation of administrative processes and procedures for the Department.
- Assist the Director and Coordinators in the development of tools and materials for general public on programs, services and activities.
- Research and recommend new material resources for the different programs of the department (e.g. DVDs, books, articles).



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Interaction/Communication Responsibilities

- Maintain effective communication and working relationships with support staff and Coordinators, including the preparation of internal monthly newsletters.
- Act as a liaison with suppliers of material resources for promotional and programming material of the department.
- Liaise with professionals on the development and maintenance of databases, and training related to them.

Managerial Responsibilities

- Supervise and lead direct reports.
- Assist with development of team objectives, as well as individual objectives for direct reports by ensuring that performance is aligned with those objectives. Ensure that supervisors within team are establishing objectives that are in alignment with departmental objectives, in collaboration with the department Director.
- Identify training needs, recommend solutions, and support training and development.
- Conduct periodic performance evaluations for direct reports and assist supervisors through formal performance evaluations and regular one-on-one meetings.
- Promote on-going, effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education and Certification

- Bachelor's Degree in Administration or related field.

Experience

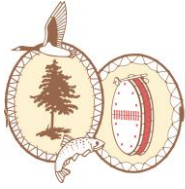
- Three to five years of relevant work experience.

Language

- Fluency in English.
- Fluency in verbal Cree is an asset.
- Fluency in French is an asset.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Strong project management and supervisory skills.
- Proven ability to communicate effectively.



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- Proven ability to be discreet and maintain confidentiality.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to manage multiple projects.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From May 22, 2019 to June 6, 2019

Application

Your application must be sent by email with the competition number: **JCSD-190501-1**

Valerie Mianscum
Recruitment Officer
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