



## DAKOTA OJIBWAY TRIBAL COUNCIL (DOTC) – POLICE COMMISSION EMPLOYMENT OPPORTUNITY

**POSITION:** Board Secretary  
**LOCATION:** Variable  
**CLOSING DATE:** Friday, August 19, 2022 at 12:00pm

### BOARD SECRETARY – POLICE COMMISSION

Under the direction and supervision of the DOTC Police Commission (MFNP Commission) Commission Chairperson, the Commission Secretary is responsible for managing resources and administrative operations of the DOTC Police Commission.

#### KEY RESPONSIBILITIES:

- Manage the Commission’s human and financial resources, its administrative operations, and implement the Commission’s decisions and direction;
  - Oversee the maintenance of a record of Commission resolutions and inquiries requiring further action
  - Prepare, as directed by the Commission Chair and the Commission, and in collaboration with the Office of the Chief of Police, the Commission’s operating budget
  - Ensure follow up action is taken to implement Commission decisions and carry out Commission directions in a timely manner
  - Coordinate travel, accommodation, attendance and meeting arrangements on and off site, for Commission Members
  - Oversee the proper maintenance, disclosure, security, and retention or disposal of Commission records in accordance with the Commission’s practices, requirements, and The Freedom of Information and Protection of Privacy Act
  - Supervise preparation and distribution of Commission and Sub-Committee meeting agendas, supporting documents, and minutes
  - Oversee the classification and management of sensitive documents created or received by the Commission
  - Manage secretarial support to advisory groups created by the Commission
- Coordinate and support maintenance of Commission practices, procedures and policies;

#### QUALIFICATIONS:

- Grade 12, Post – Secondary preferred or combination of related work experience and/or training
- Minimum 2 years’ experience within an Executive Assistant, Administrative Assistant, or equivalency
- Knowledge of board culture, structure, purpose and programs
- Knowledge of meetings, procedures, decision-making rules & governance policies
- Must be highly organized, puncture & reliable
- Proficient in use of Microsoft Office Applications
- Excellent communication and interpersonal skills including ability to work in a team environment are necessary
- Financial preparation and transcription/minute-taking skills is an asset
- Must be organized, punctual & reliable
- Must be able to work independently with minimal supervision and use own initiative/judgment in making sound decisions
- Ability to establish priorities, work independently and proceed with objectives without supervision
- Must have excellent written and verbal communication skills
- Good organizational, time management and prioritizing skills

**CONDITIONS OF EMPLOYMENT:**

- Valid Manitoba Driver's License
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks
- Access to a reliable vehicle
- Access to reliable internet connectivity
- Must own a cell phone
- Cannot hold current employment with Manitoba First Nations Police Service and/or Dakota Ojibway Tribal Council

**REMUNERATION:**

- \$500/month; maximum 25 hours/month & \$50/cell phone

**Interested applicants are invited to forward a resume and cover letter and at least three (3) references to;**  
**DAKOTA OJIBWAY TRIBAL COUNCIL Attn: Erica Nicholson**  
Ph: (204) 239-8650 Fax: (204) 857-6037 Email: [humanresource@dotc.mb.ca](mailto:humanresource@dotc.mb.ca)