



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>Secretary to Chief and Council</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>SUPERVISOR:</b>	<b>Administration Manager</b>
<b>TERMS:</b>	<b>Full Time, Permanent</b>
<b>REFERENCE #:</b>	<b>2024-095</b>

### **Purpose of Position:**

The Secretary to Chief and Council is responsible to ensure all decisions of the TteS Chief and Council Meetings, General Band Meetings, Extraordinary Meetings and other meetings, as directed, are recorded in a legal, professional and precise manner and as prescribed by the Terms of Reference for the Chief and Council of the TteS, and the Rules Governing General Band Meetings of the TteS and in accordance with Roberts Rules of Order. Responsible for various confidential secretarial tasks to ensure the Chief and Council has full support from the administrative department. This includes the coordination, preparation, completion of specialized correspondence and documents to ensure confidential, efficient, effective, and successful communication to the Chief and Council for the TteS.

### **Duties and Responsibilities:**

1. Provides professional, confidential, and clerical support to Chief and Council in accordance with the approved practices, policies, budgets, standards, and guidelines. Attends regular and extraordinary meetings of Chief and Council and General Band Meetings to legally record proceedings, take impartial and accurate notes, and to create minutes, motions, and action lists to support Chief and Council in accordance with the approved practices and policies. (95%)
  - Maintains confidentiality on all matters relating to the affairs of the TteS.
  - Types documents from copy or draft to completion and records information on a variety of activities and answers follow-up inquires.
  - Composes correspondence using standardised formats.
  - Prepares purchase orders.

- Maintains and orders office supplies for Chief and Council and Administration.
- Schedules and reserves airline and hotel accommodations and other travel arrangements for all Council members.
- Prepares and submits cheque requisitions and reimbursements for travel for all Council members.
- Documents travel expenses and budgets for all Council members.
- Documents vacation schedules and absences for all Council members.
- Maintains and creates filing systems according to established procedures.
- Receives visitors, answers varied inquiries, over phone or in person, explaining policies and procedures.
- Notifies Band Committee members of meetings as requested by Council.
- Cross trains and provides back up support for the following position when requested or required:
  - Executive Secretary to Chief and Council
- Records proceedings and takes impartial and accurate notes and to create decision only minutes and verbatim minutes.
- Ensure information complies with the requirements of Roberts Rules of Order and the Terms of Reference for Chief and Council and the Rules Governing General Band Meetings of the TteS.
- Sets up and operates technical equipment to record official meetings.
- Ensures that minutes, motions, decisions, and all action items are accurately documented and distributed.
- Maintains a current and complete record of all Chief and Council and General Band Meetings resolutions.
- Demonstrates continuous effort to improve operations for Council and the Executive Secretary to decrease turnaround times.
- Streamline work processes and work cooperatively and jointly to provide quality services.
- Assists in the preparation of the General Band Meeting and Chief and Council information packages.
- Assists with Chief and Council meeting agendas and information packages in support of the agenda.
- Assists with all aspects of scheduling meetings for Chief and Council regarding Council meetings, special meetings, General band meetings and external organization meetings.
- Utilizes advanced specialty computer equipment and software to produce real time transcript and official minutes.
- Maintains recording equipment and supplies.
- Reviews minutes for approval, including: content accuracy, conformance with the law, formatting precision, grammatical/typographical accuracy, conformance with procedures, and to ensure appropriate approvals have been obtained.
- Communicates and interacts with the Chief, Councillors, Executives and Department Managers and other staff as necessary in all matters relating to the contents and preparation of the minutes.

- Works independently and/or collaboratively with the Chief and Council support staff to complete search requests.
- Maintains files and secure electronic and hard copy records of all minutes within a secure archive and database.
- Provides TteS templates, procedures and assistance to department secretaries to ensure standardization of Minutes across the organization.
- Provides assistance such as the recording system set up for effective governing process for the Band.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.

2. All Other related duties as required. (5%)

**Professional Certification, Education and Experience:**

- An Office Administration Diploma or Certificate and 2-year clerical/administrative support experience or an equivalent combination of education and/or training are desired.
- Transcription, Office Administration or other related course work or an equivalent combination of education and/or training. Experience/training in transcription of audio, visual or written communications and keyboarding, word processing, spreadsheet, databases and other standard computer applications.
- Must possess a minimum of 50 to 60 words per minute keyboarding speed.

**Financial Responsibility:**

This position does not have any financial responsibility.

**Supervision or Training Duties:**

This position does not supervise any other position.

**Skills and Abilities:**

- Good oral and written communication skills.
- Knowledge and understanding of Roberts Rules of Order.
- Strong ability to record impartially and accurately.
- Ability to listen, understand and carry out instructions.
- Advanced computer skills in Microsoft Word and Microsoft Outlook.
- Strong ability to work with others with tact and diplomacy regarding politically or culturally charged topics.
- Proven ability to execute advanced office procedures and practices.
- Ability to take initiative and work within strict timelines.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Strong ability to work with others with tact and diplomacy regarding politically or culturally charged topics.

- Ability to work in multi-cultural settings.

**Special Requirements:**

N/A

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$22.59-\$27.32 depending on education and experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is January 6, 2025 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment/>  
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 am to 4:00 pm &  
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**