

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	General Manager of Information Management, Information Management
<u>DURATION:</u>	Indeterminate, Full-Time Twelve (12) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,417.50 to \$1,913.63 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, May 10, 2024 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE</u> FOR YOUR APPLICATION TO BE CONSIDERED <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**

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Job Title:	General Manager, Information Management
Division:	Information Management
Reports To:	IM Director
Name of Incumbent:	TBD
Purpose:	
Under the supervision of the Director of Information Management (IM), manages all operational aspects of the IM Unit. Ensures the unit is provided with consistent and reliable support services to manage projects, issues, and functions. Ensures standards for quality assurance are developed and implemented, and the unit runs efficiently.	
Roles & Responsibilities:	
<p>To direct, manage, track, and prioritize the projects and functions of the IM Unit.</p> <ul style="list-style-type: none"> • Executes the IM Unit's operating plan, activities, and strategies to meet the established goals; • Conducts solutions analysis and development; • Coordinates the project priorities and schedules of IM; • Coordinates all aspects of assignments, workshops, strategic sessions, or meetings; • Designs and implements systems and practices that will foster streamlined communications; • Controls IM's processes and develops procedures in collaboration with the IM Director; • Determines the IM Unit's needs, delegates tasks, and ensures follow-through; • Tracks global objectives and ensures corrective measures are taken when needed; • Establishes operating standards for the IM Unit and its components; • Supervises IM personnel, including hiring, training, and performance management; • Creates and implements plans to align IT initiatives with the organization and unit objectives; • Fosters a positive work culture and creates a stable environment for employees. 	
<p>To manage the administrative functions of the IM Unit.</p> <ul style="list-style-type: none"> • Prepares and manages the budget in conjunction with the Director of IM; • Determines the required administrative support; • Supervises and evaluates IM support staff; • Ensures proper document management; • Ensures follow-up between the Key Leadership and IM; • Manages and facilitates the resolution of issues within the operations of the IM Unit; • Identifies the needs of the IM Unit and ensures implementation of any changes; • Acts as the representative for the IM Unit in operational and administrative matters; 	



- Drafts communications on behalf of the IM Unit and processes through proper channels.

The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision-Making Authority:

- Decides and implements IM Unit processes and operating standards;
- Decides on administrative support requirements;
- Assists with IM Unit’s budget requirements;
- Decides on priorities and needs for the IM Team meetings and schedules;
- Determines performance and objective requirements for direct reports.

Accountability:

- The achievement of the priorities and objectives of the IM Unit;
- The efficient and effective operation of the IM Unit;
- The proper preparation and management of a balanced budget for the IM Unit;
- The continuous collaboration with other units and stakeholders;
- The resolution of high priority crisis within the IM Unit;
- The proper address and resolution of complaints that are forwarded to the IM Unit;
- Managing internal and external clients in a productive and customer service-oriented manner;
- Ensuring the continuous improvement of IM services;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien’kéha Language Initiatives.

Education & Experience:

- Bachelor’s Degree in Computer Science or Business Administration, plus one (1) year relevant experience;
- OR
- DEC or Certificate in Office Management, plus three (3) years relevant experience;
- OR
- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities & Other Attributes:



- Knowledge of IT services, including networking, software development, systems administration, database administration, and technical support;
- Knowledge of operational planning;
- Ability to prepare for implementation and project plans for new initiatives;
- Thorough understanding of the issues facing the MCK operations for present and future needs;
- Project management, research, facilitation, coordination, and budget management skills;
- Strong oral and written communication and organizational skills;
- Critical thinking & problem solving;
- Sound judgment & decision making;
- Supervisory skills;
- Interpersonal skills;
- Ability to work under pressure and stress;
- Sound knowledge of databases, Word, Excel, and the ability to learn various computer programs;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- On-site five-day work week and normal office environment;
- Occasional overtime may be required in order to meet the needs of the Executive Office;
- Moderate stress and productivity pressure.

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____