



HAMLET OF KUGLUKTUK

Job Description

Position Title	Chief Administrative Officer
Location	Main Office
Department	Administration
Supervisor	Mayor

POSITION SUMMARY

Reporting to Mayor and Council, the Chief Administrative Officer (CAO) is responsible for administering and overseeing all programs and services of the Hamlet of Kugluktuk, ensuring they are delivered effectively, responsibly, and within approved budgets. The CAO ensures hamlet policies and procedures are followed, supervises department managers, coordinators, employees, and contractors, and maintains accurate records of the Hamlet's affairs, including decisions of Mayor and Council.

This role is best suited to a steady, relationship-driven leader who can balance strategic oversight with hands-on operational follow-through, supporting managers to set goals, deliver on priorities, and maintain a respectful, professional workplace culture.

KEY RESPONSIBILITIES

1. Strategic Leadership, Planning & Performance

- Provide leadership across all programs and departments, ensuring clear goals, sound planning discipline, and measurable follow-through.
- Ensure appropriate tools and policies are in place to support effective administration and management; lead community planning initiatives where required.
- Support department managers with planning, goal setting, performance management, and accountability, including addressing performance and attendance issues as needed.

2. Governance, Council Support & Implementation

- Advise and inform Mayor and Council and community on matters under Council's authority and direction.
- Attend Council, general and committee meetings; oversee the preparation of agendas and minutes; implementation of Council decisions.
- Ensure accurate and complete records are maintained for the Nation's affairs and all decisions of Chief and Council.
- Assist Council with third-party protocols and agreements, as required.



HAMLET OF KUGLUKTUK

Job Description

3. Policy, Bylaws & Compliance

- Ensure staff adhere to approved policies and procedures.
- Develop, draft, and implement policies and bylaws for Council consideration and approval.
- Interpret and ensure compliance with applicable legislation, including the Indian Act, labour legislation, and related regulatory frameworks.
- Interpret contribution agreements and ensure all compliance, reporting, and accountability requirements are met.
- Maintain current knowledge of evolving policy and compliance obligations and manage organizational risk accordingly.

4. Financial Leadership & Funding Stewardship

- Ensure all programs are administered within approved budgets; authorize expenditures and maintain strong internal controls.
- Lead the annual budgeting process and maintain budgetary control systems.
- Support department managers with budget monitoring, audits, and financial accountability, recommending adjustments where required.
- Present monthly comparative financial statements and oversee contract and tender reviews, accounting systems, and financial procedures.
- Maintain awareness of available funding opportunities and support proposal development and submissions across departments, with a particular emphasis on strengthening proposal writing and funding acquisition capacity related to housing and operations and maintenance (O&M) needs.

5. Leadership & Workforce Oversight

- Supervise all department managers, coordinators, employees, and contractors, ensuring clear communication and delegation of responsibilities.
- Hold regular management meetings; support staff training, orientation, and development; clarify performance expectations; and manage grievances and appeals.
- Foster a respectful workplace culture grounded in professionalism, including clear expectations for how leaders engage with staff and community members.

6. Government Relations & Community Relations

- Develop and maintain effective working relationships with other governments, funders, and external partners.
- Ensure required reporting is completed for relevant departments and agencies (including crisis intervention centres, capital, wellness, and health).
- Keep community members informed and up-to-date on key issues and activities, and build constructive, respectful relationships within the community.



HAMLET OF KUGLUKTUK

Job Description

7. Practical Community Issues, Operations & Crisis Response

- Ensure the effective operation and maintenance of municipal services and capital projects, including office and administrative systems.
- Ensure emergency services function effectively, respond to crisis situations as required, and provide dispute resolution and advocacy support in collaboration with department managers.
- Lead departmental planning, project coordination, and continuous operational improvement initiatives.

SKILLS & QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Indigenous Governance, Management, Finance, or a related discipline.
- A minimum of 7 years of progressively senior management experience, including 5+ years in an executive or senior leadership role overseeing multiple functional areas.
- Lived or learned experience working with Inuit organizations, with a strong understanding of Indigenous governance, culture, and community-based decision-making.
- Demonstrated experience overseeing administration, finance, human resources, programs, and operations, with accountability for budgets, funding agreements, reporting, and compliance.
- Proven knowledge of government and Indigenous funding frameworks, including experience securing funding, negotiating contribution agreements, and supporting sustainable, long-term funding strategies.
- Experience supporting Mayor and Council, Boards, or other governing bodies with strategic planning.
- Equivalencies will be considered.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to provide senior organizational leadership across multi-department operations and to manage and support managers.
- Strong capability in policy development, governance, risk management, and compliance, including interpretation of legislation and contribution agreements.
- Proven financial acumen, including budgeting, internal controls, contracts, and organizational reporting, with the ability to support fiscal discipline across departments.
- Demonstrated ability to identify funding opportunities, support proposal development, and ensure effective reporting and accountability.



HAMLET OF KUGLUKTUK

Job Description

- Excellent judgment, emotional intelligence, and a respectful, relationship-based communication style when working with Chief and Council, staff, community members, partners, and external stakeholders.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about.

Environmental Conditions

There are no unusual environmental conditions associated with this position.

Sensory Demands

The incumbent requires normal use of senses (seeing and hearing) to perform the day-to-day activities of the position. Extensive use of computer requires focused concentration and may cause eye strain.

Mental Demands

High level of mental and emotional stress is experienced in this position, as the incumbent deals with large numbers of employees and the general public.



HAMLET OF KUGLUKTUK Job Description

Position Security (check one)

	No criminal records check required
	Position of Trust – requires a criminal records check
X	Highly sensitive position – requires verification of identity and a Vulnerable Sector Check

CERTIFICATION

 Employee Signature Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	 Supervisor's Signature Supervisor's Name Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Mayor's Signature Date I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	