

## OCCUPATIONS

# COMMUNITY GOVERNMENT SENIOR ADMINISTRATIVE OFFICER

### JOB DESCRIPTION

**Senior Administrative Officers** (SAOs) are responsible for the administration, management, and delivery of all community programs and services. They ensure that programs and services are delivered effectively, efficiently, and within legislative, policy, and procedural guidelines. Senior Administrative Officers provide advice and support to the Mayor and Council.

This occupation is also referred to as Community Manager and Town Manager.

### CERTIFICATION

The Department of Education, Culture and Employment, in conjunction with the School of Community Government, Municipal and Community Affairs (MACA) offer a certification program that is recognized throughout the Northwest Territories. The program is based on the Occupational DACUM chart and involves several steps as outlined in the following pages. Upon successful completion of the process, the candidate receives a Certificate of Competence awarded under the NWT Apprenticeship, Trade and Occupations Certification Act. Candidates proceed through the certification process at their own pace and with the support and encouragement of their supervisor and employer.

### REGISTRATION

Individuals wishing to become certified as a Senior Administrative Officer must register with the School of Community Government, MACA. To be eligible for the program, individuals must be permanent residents of the Northwest Territories, and currently or recently employed as a Senior Administrative Officer (or equivalent) within the Northwest Territories. There is no cost for the program.

### CONTACT

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### Certification Requirements - Senior Administrative Officer

*Note: This chart gives an overview of the steps required to achieve certification as a Senior Administrative Officer in the Northwest Territories. Further details are included with the Registration Package.*

<b>Registration</b>	<p>Applicants should complete the Application form and the Verification of on the Job Work Experience and submit to the School of Community Government.</p> <p>Coursework is not a requirement for certification. However, the School of Community Government offers a Community Government Manager program for Senior Administrative Officers. The program provides courses on municipal constitutions, bylaws and policies; municipal contracts, tenders and proposals; municipal finances; municipal programs, planning and implementation; and municipalities and the law.</p>
<b>Skills Assessment Checklist</b>	<p>The Checklist is a self assessment that is completed by the candidate and reviewed by the supervisor. It is not a pass or fail. The Skills Assessment Checklist is a workbook that enables candidates to verify competence in the skills outlined in the SAO DACUM chart. If the candidate is not performing the particular skill area or completing the associated task it may be because they need training or because it is not a part of their job requirement. The supervisor should note it down in the comment section. The supervisor and candidate should take the opportunity to discuss the reason for the gap and address it - whether it is a training need or the supervisor becoming aware that the gap is a skill/task that the employee could be performing.</p> <p>Submit the completed Skills Checklist including the Request for Written Examination to the School of Community Government.</p>
<b>Work Experience</b>	<p>The candidate must have a minimum of two years of work experience as a Senior Administrative Officer before being eligible to write the Written Examination. During that time the Skills Checklist may be completed.</p> <p><b>Equivalencies</b> Candidates who do not have two years of work experience must</p>

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	<p>have a minimum of one year of work experience as a Senior Administrative Officer as well as a minimum of two years in a senior management position before completing the Written Examination. These positions may include Finance Officer, Recreation Director, Housing Manager, or Program Manager.</p>
<b>Written Examination</b>	<p>The Written Examination is based on information contained in the Senior Administrative Officer DACUM Chart. There are 100 multiple-choice questions. Candidates may choose to take the exam orally and/or with an interpreter, if desired. Candidates have four hours to complete. The exam must be completed in an approved location and must be invigilated by an approved representative such as a Supervisor or Adult Educator.</p>
<b>Practical Exercises</b>	<p>The Practical Exercise component consists of four exercises designed to reflect actual workplace practices. To prepare for the practical exercise an expanded core competency has been developed that outlines all the skills and sub-skills the candidate should know.</p> <p>The competencies are cross-referenced with the School of Community Government's curriculum as a training guide. Candidates have four hours to complete each exercise. The exercises must be completed in an approved location and must be invigilated by an approved representative such as a Supervisor or Adult Educator.</p>
<b>Assessment of Professionalism</b>	<p>Candidates must obtain an Assessment of Professionalism from their immediate supervisor or from another approved individual. The Assessment of Professionalism indicates that the candidate has met the professional competencies required for the occupation.</p>
<b>Certification</b>	<p>Once the certification requirements have been met, the School of Community Government will arrange for the presentation of the Certificate of Competence that is signed by the Minister of Education, Culture and Employment.</p>