



Society Administrator

The North Peace Airport Society (the Society) is the owner and steward of YXJ the North Peace Regional Airport. The Society is composed of representation from the Districts of Taylor and Hudson's Hope, the City of Fort St. John and Areas B and C of the Peace River Regional District. The Society is responsible for the long term capital requirements of the Airport and the Airport operations management contract.

The North Peace Regional Airport (YXJ) is the largest commercial airport in the BC Northeast with over 250,000 passenger movements annually. YXJ provides daily scheduled service to Vancouver, Edmonton, Calgary and week day service to Prince George, Kamloops, Kelowna and Fort Nelson. YXJ serves a thriving natural resource industry as well as BC's largest agricultural area. It is located at Mile 45 of the Alaska Highway between the town of Taylor and the City of Fort St. John. You can learn more about YXJ at www.yxj.ca/pages/history

Reporting to the Chair of the Society, the Society Administrator (SA) is a highly accountable contractor, responsible to perform the administration of Society work, financial reporting and preparation and coordination on assigned Society projects.

Duties will include:

- preparation of Society accounts
- financial reporting
- financial and fund management
- agendas, minutes and record keeping
- development, implementation and evaluation of various projects
- capital project oversight and management

The SA will act as a liaison and support between the Society and the management company, consulting engineers and professional and technical groups on designated projects.

Please forward your application including cover letter, resume and references in confidence to Mike_Whalley@fsjairport.com. By 4:00 PM May 12 2017

A detailed job description and work plan is available at <http://yxj.ca/pages/careers>

North Peace Regional Airport Society Administrator

Contract

Date: May 1 2017

NATURE AND SCOPE OF WORK

The Society Administrator (SA) is a highly accountable contractor, responsible to perform the administration of society work, financial reporting and preparation and coordination on assigned Society projects. Duties will include preparation of Society accounts and financial management and reporting, agendas, minutes and record keeping and the development, implementation and evaluation of various projects. As directed, the SA will act as a liaison and support between the Society and Services, consulting engineers and professional and technical groups on designated projects.

SUPERVISION RECEIVED

Reports to the Chair of the Society or designate, provides reporting to the board as per the Society Administrator Work Plan

SUPERVISION EXERCISED

May provide supervision to consultants, contract staff or volunteers

KEY RESPONSIBILITIES

The Society Administrator is responsible for the overall operation of the North Peace Airport Society and will be responsible for meetings of the Board, budgets and financial reporting, financial management, annual filing, research, proposals, recommendations, project management, contract management, tangible capital asset management and economic development.

REQUIRED QUALIFICATIONS, LICENCES, CERTIFICATES AND EXPERIENCE

- College or University diploma or degree in business, accounting, commerce, engineering, project management or a closely related field – equivalent experience will be considered
- Five years' experience in a related role involving finance and project management
- Demonstrable experience in a policy governance environment
- Ability to successfully pass a criminal record check
- Valid BC Class 5 Drivers License

DESIRED QUALIFICATIONS, LICENSES, CERTIFICATES AND EXPERIENCE

- Sound financial management skills and experience in strategic financial reporting
- Sound project management skills and experience in effectively and efficiently managing multiples projects/events/programs
- Thorough knowledge of principles and practices of project administration; contract administration; methods and techniques of research and statistical analysis; and report preparation.
- Thorough knowledge of Policy Governance principles and Roberts Rules of Order
- Demonstrated ability to perform complex and multiple tasks in a rapidly changing, fast-paced environment
- Ability to organize work and prioritize to meet formal deadlines with continuous interruptions, strong analytical skills
- Grant writing and funding sourcing experience
- Intermediate level knowledge of Microsoft Word, Excel and PowerPoint
- Excellent oral and written communication skills
- Excellent attention to detail, organization and time management skill
- Excellent interpersonal skills and ability to interact with high credibility
- Ability to work independently

GENERAL

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The role description does not constitute a contract and is subject to change by the Society as the needs and requirements of the job change.

North Peace Airport Society Administrator

Work Plan

The Society Administrator (SA) is responsible for the management and operation of the Society's business. The work of the SA includes but is not limited to:

Governance

- Maintains society agendas, minutes, motion log and filings as appropriate for a policy governance Society (annual provincial filing)
- Acts as parliamentarian to the Society
- Ensures that Society operations adhere to the policy governance model
- Prepares reports and recommendations and drafts policy proposals; presents to the Society, committees and interest groups as requested and/or required

Finance

- Prepares an annual budget for the society that reflects operational and capital requirements
- Performs or administers book keeping, monthly, quarterly and annual financial reporting
- Performs monthly quarterly and annual reconciliation of management contractor financial information
- Provides Airport Improvement Fee (AIF), Airport Infrastructure levy (AIL) and Airport Rescue and Fire Fighting (ARFF) reconciliations
- Performs research and provides recommendations regarding projects, capital expenditures, management contractor annual budgets, revenue sharing and reserve fund management.
- Engages in grant and funding proposal preparation

Capital and Projects

- Regularly audits tangible capital assets and provides a recommended long term capital plan
- Develops and delivers capital works requirements as part of the capital planning process as directed
- Researches, develops, implements and evaluates strategies for economic development
- Identifies and assesses services and projects needed related to the airport; identifies, develops, implements, executes and evaluates project plans that align with the Society's vision

Contract Management and Transition

- Develops and presents key performance indicator (KPI) reporting on management contract, financial performance, and other strategic initiatives
- Plans, implements and evaluates projects; coordinating projects through to completion
- Liaises with a variety of contacts and monitors emerging trends and needs
- Presents recommendations with proposals and budgets to the Society
- Provides project oversight and project management on behalf of the Society
- Manages management agreement relationships
- Works with the Society and consultants to develop business case options for airport operations and creates a transition plan

Other

- Represents the Society on various community committees and establishes and maintains effective working relationships with diverse interest groups
- Prepares a variety of professional quality documents and reports related to the work performed
- Locates, records and archives the “History of the Airport” and the Society’s past records
- Transfers all records to electronic media, stores and preserves original records.
- Carries out research and provides recommendations regarding management agreement options
- Attends professional meetings and airport network meetings and management contract meetings to represent the Society and gather information to inform Society operation
- May perform other duties as assigned