



JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Conrad Program Administrator

Department: Tourism and Culture

Position Number: TBD

Branch: Cultural Services/Historic Sites

Location: Whitehorse

Supervisor's Title: Senior Historic Sites Planner

Medical Clearance Required: No

Security Clearance Required: No

Date Completed: March 7, 2022

Section 2 - General Summary

The Conrad Program Administrator supports the implementation of the *Tséi Zhéte/Sinwaa Éex'i Yé/Conrad Historic Site Management Plan*. A co-managed site between the Government of Yukon and Carcross/Tagish First Nation (C/TFN), the position will work with both governments and the Conrad Historic Site Steering Committee to oversee operations and maintenance of the site, in accordance with Chapter 13 of the C/TFN Final Agreement and Yukon's *Historic Resources Act*.

Section 3 - Principal Duties and Responsibilities

1. Facilitates, organizes and participates in the implementation of *Tséi Zhéte/Sinwaa Éex'i Yé/Conrad Historic Site Management Plan* and *Interpretive Plan*. Including contributing technical and research information, providing administrative services, and ensuring on-site work is to specification and standard. Ensures all files related to co-managed sites are updated and maintained.
2. Assists the Senior Historic Sites Planner and the C/TFN Heritage Manager in developing annual work plans to prioritize projects and to ensure the care and maintenance of Conrad Historic Site.
3. Administers contracts and transfer payment agreements. Manages procurement and contracts and other site-related projects and ensures all procurement and financial agreements comply with the *Financial Administration Act*, YG procurement policies, and department financial procedures.
4. Provides administrative services for the Conrad Steering Committee and Chair by scheduling meetings, drafting agenda, minute taking, and providing the research and planning required to carry out action items as set out by the Committee.
5. Leads the planning and communications for events at Conrad Historic Site in conjunction with the Steering Committee, including recording projects and events at Conrad Historic Site for the semi-annual Newsletter.
6. Represents the Conrad Steering Committee, as required, at meetings and events.

7. Responds to inquiries from callers and visitors and provides basic information regarding the status, operation and use of Conrad Historic Site.
8. Assists with the development of non-personal interpretive materials, including digital interpretation tools, and provides occasional personal interpretation on site.
9. Responsible for development and submission of Conrad Historic Site nomination in partnership with C/TFN and for ensuring the designation meets the requirements of Chapter 13 of the C/TFN Final Agreement and that the nomination meets the criteria for designation and adequately portrays the site's heritage values.

Section 4 – Contacts

- Supervisor for direction, set priorities, exchange information, problem solving.
- Historic Sites staff to share and obtain information, plan and collaborate on mutual projects.
- Tourism and Culture staff to obtain and provide information, collaborate on mutual projects.
- Conrad Steering Committee to provide support, exchange information, discuss ideas.
- Carcross/Tagish First Nation representatives to plan and collaborate on projects, advise, obtain and provide information for the implementation of Tséi Zhéte/Sinwaa Éex'i Yé/Conrad Historic Site Management Plan and Interpretive Plan.
- Heritage consultants and professionals such as engineers architects to exchange information and/or oversee their work.
- Department of Environment to coordinate activities related to the management of Conrad Campground and Conrad Historic Site.

Section 5 - Specific Accountabilities

- Provide support to meet the primary responsibilities and goals outlined in the Historic Sites Unit Plan 2022/23.
- Provide support for the phased implementation of the Tséi Zhéte/Sinwaa Éex'i Yé Conrad Historic Site Management Plan and Interpretive Plan as per Chapter 13 of the Carcross/Tagish First Nation Final Agreement and Yukon's *Historic Resources Act*.
- Provide support for promoting public awareness of Tséi Zhéte/Sinwaa Éex'i Yé Conrad Historic Site.
- Position's effectiveness influences the conservation of Conrad Historic Site.
- The provision of quality and timely communications to staff and public.
- Maintaining constructive relationships with clients and partners.

Section 6 – Budget

1. a) What is the annual budget under the direct control of the position? **NOTE:** usually only applies to positions at the director and assistant deputy minister level

Fiscal Year	N/A
Annual Payroll	\$
O&M (excluding payroll)	\$
Capital (excluding payroll)	\$

Revenues	\$
Recoveries	\$

b) Does the position have the authority to reallocate resources, i.e. transfer budget funds?

There is no budget under the direct control of the position. The position provides the Manager, Historic Sites, with recommendations and proposed work plans, including budgets for the annual work plan. The incumbent authorizes expenditures within delegated authority.

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

Advice and recommendations provided to Carcross/Tagish First Nation influence their investment in and allocation of resources for historic sites preservation.

Oversees contracts and ensures expenditures are within contract limits and assigned budgets.

Section 7 - Working Environment

The position works most of the time in an office environment, working long hours focused on detail at a computer and managing frequent interruptions and regular and irregular critical short deadlines.

Field-based activities include site visits to the Conrad Historic Site for conservation planning and promotion of the site. Travel to communities for meetings will also be required. There are potential physical hazards of travel and potential hazards that arise from working at Conrad Historic Site such as bears and other wild animals. There are field safety training requirements related to this position.

Section 8 - Signatures

<p>Director, Corporate Services:</p>  <hr/> <p>Signature:</p> <p>Date: <u>March 7, 2022</u></p>	<p>Deputy Minister (or delegate): I approve this job description as being representative of the work required to be performed and confirm that the necessary authorities have been delegated to the position.</p>  <hr/> <p>Signature:</p> <p>Date: <u>March 9, 2022</u></p>
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Section 9 – Organization Chart

