



Director of Operations

TRACY MOULAISON

Overview

Provide an overview of the department's current position.

KCFN Fleet Team, Paul Vincent and Troy Ojala;

All KCFN vehicles, including a few boats and Kubota, are up to date on maintenance and repairs. We have been working with Jordi Soler and Corey Magowan, IZCO Technology Solutions, to get KCFN's own servers, cloud, and data storage system up and running. The system is installed in the Campbell River office and they plan to have it up and running by October 31, 2024.

Director of Operations: Tracy Moulaison

- Providing ongoing mentoring, guidance, and support for the Intern Director of Operations.
- Assist in policy development for KCFN administration/operations,
- Advisor to the Directors of each of the departments (Community Services, Education, Finance, Lands and Resources, Public Works) on matters related to communications, and strategic planning.

The day-to-day management and operations of the two KCFN Offices (Houpsitas and Campbell River),

- Manage KCFN communication operations and related employees and consultants. Oversee data management and information technology for KCFN.
- Involved in the Houpsitas and the Campbell River office Renovations.
- Mentoring the Kutiits (walk with) Intern Director of Operations, Brittany Gillette.
- Developed and continue providing the support to get Human Resources up and running.

Financial Overview

Our department is funded by the KCFN Administration.

Functional Overview

A general description of what it takes to operate the two offices.

Defining the priorities for each office is essential;

Reception staff: Charlene Moon, Houpsitas, and Ashley Laycock, Campbell River.

Cleaning Staff: Mark Nicolaye.

- Creating a clean, comfortable, organized, and safe office space.
- Make sure there are ample office supplies, coffee, and tea.
- Make sure all office equipment is running smoothly.
- The logistics of ordering supplies needed for the office and staff.
- Planning and strategic thinking for office growth.
- Contract with Tiičma for the cleaning of the Houpsitas Office, Health building, and Preschool buildings.

KCFN Fleet Management of vehicles, vessels and policies:

- KCFN employees with their class 5 license can utilize the vehicles for work purposes only.
- Schedule and logistics of maintenance and repair for all vehicles and vessels.
- Management of vehicle bookings going out and returning.

Events coordinator Anita Buck was instrumental in implementing and succeeding the Northern Regional games and the Aktis campout.

Communication

- Checking in with each staff member, seeing how they are doing (building relationships).
- Having an open door policy when staff need to talk.
- Supporting, motivating, and managing all staff with respect.
- Supporting Directors and Managers as required or requested.
- Dealing with conflicts and issues in a timely manner.
- Responding to all communications in a timely manner.
- Delegating tasks.
- Leading by example.
- Providing director's reports.
- Communication contract with Tiičma for our KCFN Website, Facebook, Newsletter, etc..
- Working with IZCO Technology Solutions Services, to help manage KCFN own cloud storage and data management.

Flexibility and commitment

- Being on call during the evening, weekends, and holidays as needed.
- Being flexible to fill in and to support any job that may need to be done at a moment's notice.

The way we support other departments.

- The first step is communicating respectfully regularly and effectively with other departments.
- Being present and participating in Directors and/or Managers meetings. (Building relationships)
- Supporting Directors/Managers and/or staff as required or requested.
- Being flexible, to support any job/event that needs to be done, even at a moments notice.
- Organizing logistics as required and/or requested.
- Providing administrative support (letters, grants, computer support, Gmail, strategic planning, policies etc.)
- Providing support with difficult situations and/or conversations as needed.