

N'Quatqua Band

120 Casper Charlie Place
P.O. Box 88
D'Arcy, B.C. V0N 1L0
Phone (604) 452-3221
Fax (604) 452-3295



Job Posting

Band Administrator

The Band Administrator is responsible for the efficient and effective operations of the Band. The Band Administrator will work closely with each of the Departments of the N'Quatqua Band and will serve as the Supervisor of the Department Managers. The Band Administrator will administer multiple programs and services, including financial assets of the band, property, natural resources and information and will manage in accordance with policies and priorities set out by Chief & Council. He/she will forecast program needs and plan for future program requirements. He/She will ensure effective financial management of programs and services, including accountability and will seek funding enhancements to improve service opportunities. The Band Administrator will keep abreast of new initiatives and will ensure programs are managed, delivered and evaluated in a coordinated and integrated approach on a fiscal basis and in a culturally appropriate and responsive manner. The Band Administrator will develop a detailed annual budget for Council approval, and will assist Department Heads in preparing annual departmental budgets. He/she will maintain sound working relationships with Staff, representatives of other departments, governments and outside agencies.

RESPONSIBILITIES INCLUDE:

Supervision/Performance Management:

Provides a structured process for the supervision of Staff to ensure that required standards and program policy guidelines are met;

Provides consultation on a day to day basis to the Department Managers, as appropriate, in the performance of their duties in relation to:

- | | |
|-----------------------------|---------------------------------|
| a) Policy interpretation | d) resource management practice |
| b) Program eligibility | e) workload management |
| c) Case management practice | f) conflict resolution |

Works closely with Chief & Council in policy updates and/or developments;

Administration & Financial Management:

Maintains information, records, monthly calendar, schedules;

Ensures that files are secure;

Consults with Chief and Council on a regular basis;

Provides regular reports and ensures the financial systems of the programs are maintained and accountability is in place;

Monitors revenues and expenditures of all departments and works closely with department heads and/or Finance Manager on budgets;

Identifies new sources of revenue for programs and services and applies for additional funding;

Identifies and informs Council about new economic opportunities and risk assessment;

Meets deadlines;

EDUCATION/EXPERIENCE:

- Degree in Business Management or combined post-secondary education and work experience;
- Previous work experience in a First Nations Band Office;
- 3 to 5 years working experience with a First Nation;;
- Must have experience in planning, conducting and managing programs and projects in a First Nations setting.
- Must have knowledge of First Nations history, traditions, lifestyles, culture, including approaches to community development and programming;
- Must have experience and good skills in proposal writing, strategies, policies, operational and financial planning;
- Must have excellent communication skills;
- Must have ability to prioritize goals and objectives within timeframes;
- Must have a sound understanding of financial management and preparing detailed annual budgets with working experience;
- Must have good understanding of outside government organizations and funders;
- Must have experience in supervising Managers and Staff;
- Must have experience in negotiations;

- Must have strong leadership skills;

OTHER:

- Must pass a criminal records check;
- Must be able maintain flexible hours.
- Must have transportation and a valid BC driver's license.
- Must have ability to work as a team member.
- Must have excellent public relations, interpersonal and communication skills.
- Must be able to work independently and serve as a Team Leader.

Please forward resume, cover letter to Jenn Levine, jennifer.levine@nquatqua.ca at N'Quatqua Band Office. Only those shortlisted will be contacted for an interview. We would like to have a minimum of 3 applicants prior to setting up interviews.

The closing date for this job posting will be August 20, 2020 at 4pm