



## STZ'UMINUS FIRST NATION

### Job Opportunity – Director of Administration

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Stz'uminus First Nation is looking for a full-time permanent Director of Administration.

Stz'uminus First Nation (SFN) is a progressive community with a workforce of approximately 60 people. This position will report to Chief & Council. The successful candidate will have post-secondary education, formal training, professional knowledge, and senior management experience.

#### **KEY RESPONSIBILITIES:**

##### *Strategic Planning and Leadership*

- As the senior operating official, the Director of Administration is accountable for all day-to-day services provided to the SFN community, the protection of SFN assets and resources, and the performance and welfare of SFN employees.
- Manage First Nation resources, including staff, assets, property, natural resources, and information per Council's policies and procedures.
- Maintain sound working relationships with internal staff and Chief and Council, and external contacts such as related organizations, government, and funding representatives.
- Thoroughly understand the Indigenous Services Canada (ISC) funding agreement and all other funding arrangements within the Band Administration to ensure proper management of program funding, including oversight of all reporting requirements.
- Explore new funding and revenue opportunities and ensure adequate internal resources when moving forward with potential new program funding.
- Attend Council meetings to provide the Chief and Council with information to enable informed decision-making, including the presentation of quarterly departmental and capital reports.

##### *Human Resources*

- Advise on and provide recommendations for employee recruitment, performance, and retainment strategies.
- Manage recruitment, training, staff development, coaching, evaluation, discipline, and termination of staff.
- Conduct annual performance reviews of Band Administration staff.



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- Promote professional attitudes, skill enhancement, and career development by recommending and authorizing employee participation in relevant courses, seminars, and workshops.

### *Finance*

- Obtain financial certification from the Finance Manager on all recommendations having a financial impact going to the Chief and Council for approval.
- Prepare annual Band Administration operating budgets with assistance from the Finance Manager.
- Regularly review all financial budgets and forecasts and ensure operations are managed to the annual budget.

### *Information Technology*

- Manage outsourced IT support.
- Develop internal IT policies and procedures.
- Develop and maintain a system of records and archives for department information, including maintaining confidential employment records for each staff member.

### *Communications*

- Maintain good public relations by working closely with SFN staff and department heads, networking with outside and related SFN organizations, and addressing SFN members at community meetings and events.
- Assist the Chief and Council with developing and distributing an annual SFN report to members.
- Communicate factual information to the community to keep the community informed.

### *Insurance*

- Oversee the annual insurance renewal process, ensuring adequate and appropriate insurance coverage for all areas of the organization.

### *Emergency Preparedness*

- Oversee and administer the SFN All-Hazards Emergency Management Plan.
- Serve as the EOC Director, as a member of the EOC Policy Section, and as a member of the Emergency Management Committee.



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### SKILLS & QUALIFICATIONS:

- A Bachelor of Business Administration or relevant discipline.
- Master's Degree preferred.
- CPA Designation is an asset.
- Minimum of 5 years of experience in Senior Administration Management, including demonstrated experience as follows:
  - Strong financial acumen with an ability to read and interpret financial statements and develop budgets and forecasts.
  - Experience working in a union environment, with management responsibilities for union and non-unionized positions.
  - Experience in an operational management capacity with business and organizational planning accountabilities.
  - Ability to analyze problems, identify critical information and issues, and provide recommendations for solutions.
- Excellent oral and written communication skills.
- Excellent aptitude for leadership, motivation, and coaching.
- Demonstrated skills in planning, organization, and time management.
- Ability to increase efficiencies by reviewing workflows and processes and implementing improvements.
- Ability to read, understand and manage contracts.
- Willing to learn, respect, and appreciate Stz'uminus First Nation culture, customs, traditions, and issues.
- Criminal record check satisfactory to the employer required.
- Must possess a valid British Columbia driver's license and be legally eligible to work in Canada.

### HOW TO APPLY:

Submissions must include a 1) **cover letter**, 2) **resume**, and 3) **copies of relevant degrees and certificates**.

Please email your submission to: **resumes@stzuminus.com**

We thank all who apply, however only those selected for an interview will be contacted.

**Application Deadline: Thursday, October 20, 2022, at 5:00 p.m. (PST)**