

# Job Description

## Band Manager Trainee

## **PURPOSE OF THE POSITION**

The Band Manager Trainee is responsible for assisting in the management, administration and delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

Reporting to the Band Manager, the Band Manager Trainee will assist in all operations of the Band.

The Band Manager Trainee provides support and assistance to the Band Manager in ensuring that all Band decisions comply with relevant legislation, policies and procedures and that Council's decisions are implemented.

The Band Manager Trainee will act as a liaison between the Band and community members as well as other government agencies and departments, private industry, business and any other individuals, groups or agencies.

The Band Manager Trainee assists the Band Manager to ensure that all financial transactions are processed within Band policy and meet generally accepted accounting principles.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position)

### 1. Band Council Support and Administration

#### Main Activities

- Assist in Band elections
- Help coordinate operations in the Band Office
- Attend all Band Council meetings
- Assist prepare agenda, information and resources for Band Meetings and Band Council Members
- Maintain minutes of Band Council Meetings
- Communicate information between Band Council and Band Members
- Under direction of the Band Manager, represent the Band at local, regional territorial and national meetings
- Assist the Band Manager and Council in strategic planning.

2. Assist in financial operations

Main Activities

- Be familiar with all budget and funding requirements
- Be familiar with Band financial policies and procedures
- Assist coordinate the preparation of budgets for Band Council direction
- Be familiar with generally accepted accounting procedures
- Assist maintain financial operations including accounts payable, accounts receivable and payroll
- Ensure internal financial controls are in place
- Assist in the development of financial reports to the Council

3. Assist in the supervision of Band staff according to Band policy.

Main Activities

- Assist recruit and hire Band staff
- Assist coordinate staff training and development
- Supervise staff as required

4. Assist in the management and delivery of Band programs and services

Main Activities

- Assist to ensure delivery of all Band programs and services
- Assist develop proposals for program funding
- Assist the Band Manager maintain program policies, procedures and standards
- Develop program expenditure and program reports.

5. Coordinate community development activities

Main Activities

- Assist in coordination and implementation of community development plans
- Research potential funding, programs and projects, as required

6. Assist in operations of the Band

Main Activities

- Coordinate the implementation of policies, procedures and programs

7. Perform other related duties as required

**KNOWLEDGE, SKILLS AND ATTRIBUTES**

(The knowledge, skills and attitudes required for satisfactory job performance)

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ financial management and generally accepted accounting principles
- ✓ budgeting
- ✓ human resources management
- ✓ program management and delivery
- ✓ an understanding of the northern cultural and political environment
- ✓ an understanding of the roles and responsibilities of Boards

**Skills**

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ financial management skills
- ✓ supervisory and human resource management skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets
- and wordprocessing programs at a highly proficient level
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

**Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Band Manager Trainee.

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Band Manager Trainee may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Band Manager Trainee may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Band Office is a busy facility. The Band Manager Trainee may be involved with a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of Band and Council Members. The Band Manager Trainee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Band Office may be noisy and busy making it difficult for the Manager to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Band Manager Trainee will have to manage a number of requests and projects at one time. They must be aware of all Band business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name	Date
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I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Band Managers Signature	Date
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I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.