

Position Description

First Nation Administrator

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The First Nation Administrator is responsible for 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 Chief and Council, the First Nation Administrator will oversee all operations of the Band. The First Nation Administrator will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies and procedures. He/she is responsible for all financial transactions, programs and services created and implemented by the Band Council, and all staff.

The First Nation Administrator is responsible for managing all Band operations and services including in the areas of Finance and Administration, Municipal Works, Recreation, Health and Wellness, Daycare and Land Administration and Research. He/she also acts as liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community. The First Nation Administrator must ensure that anyone conducting business or programs in the community is responsible to the Band, any and all legislation, policies and procedures, and Band and community members.

The First Nation Administrator must provide records and documents to the relevant governments and agencies, when requested. He/she must also ensure that all business and operations are conducted in a responsible, confidential and ethical way.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Manage all operations for the First Nation Band

Main Activities

- Manage all Band operations and services including in the areas of Finance and Administration, Municipal Works, Recreation, Health and Wellness, Daycare and Land Administration and Research
- Ensure that all Band operations are conducted within relevant legislation, policies and procedures
- Coordinate development and implementation of policies, procedures and programs
- Supervise equipment and facility use and maintenance
- Ensure filing and record keeping systems are established and maintained

2. Manage financial operations

Main Activities

- Be familiar with all budget and funding requirements
- Be familiar with all government financial legislation, policies and procedures
- Be familiar with Band financial policies and procedures
- Coordinate the preparation of the budget
- Be familiar with generally accepted accounting procedures
- Manage all financial operations including accounts payable, accounts receivable and payroll
- Ensure monthly financial statements and reports are completed
- Review all monthly financial statements
- Establish and ensure internal financial controls
- Monitor purchasing, tendering and other financial transactions

3. Manage and supervise Band staff

Main Activities

- Recruit and hire staff
- Evaluate the performance of staff
- Coordinate training and development
- Initiate corrective action when necessary

4. Manage the delivery of Band programs and services

Main Activities

- Develop proposals for program funding
- Ensure program funds are expended appropriately
- Establish and maintain program policies, procedures and standards
- Evaluate the effectiveness of programs and program delivery

5. Coordinate community development activities

Main Activities

- Be familiar with the community development plan
- Assist in coordination and implementation of the community development plan
- Evaluate the community plan and its implementation
- Conduct needs assessment, as required
- Research potential funding, programs and projects, as required

6. Provide Band Council support and administration

Main Activities

- Administer Band elections
- Coordinate operations in the Band Office
- Attend all Band Council meetings
- Prepare the agenda, information and resources for Band Meetings and Band Council Members
- Maintain and circulate minutes of Band Council Meetings
- Act as liaison between Band Council and Band Members
- Ensure that all Band Council business is conducted within relevant legislation, policies and procedures
- Facilitate the exchange of information between Band Council and Band Members
- Convey Council decisions to the public
- Represent the Band at local, regional territorial and national meetings
- Work with Council to develop a strategic plan

7. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(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
- ✓ program evaluation
- ✓ an understanding of relevant legislation, policies and procedures including the Indian Act
- ✓ 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
- ✓ contract management skills
- ✓ strategic planning skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations 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, policies and motions
- ✓ 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 First Nation Administrator.

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 First Nation Administrator 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 First Nation Administrator 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 may be a busy facility. The First Nation Administrator may have to manage 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 First Nation Administrator 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 eyestrain and occasional headaches. The Band Office may be noisy and busy making it difficult for the First Nation Administrator to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The First Nation Administrator 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.

