



## KITSELAS GOVERNMENT JOB DESCRIPTION

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### A. IDENTIFICATION

<b>Job Title:</b> Senior Administrator	<b>Department:</b> Kitselas First Nation Administration
<b>Reporting to:</b> Kitselas Chief and Council	<b>Employment Status:</b> Full-time permanent
<b>Job Code:</b>	<b>Date:</b> August 22, 2019

### B. PURPOSE

Reporting to the Council, the Senior Administrator is responsible for leading the planning, organization, implementation and evaluation of the overall management of all the day to day operations of the Kitselas First Nations service. The Senior Administrator must perform duties within the framework of the Kitselas Financial Administration Law (FAL) and other Kitselas laws and policies. The work of the Senior Administrator must be guided by the vision and framework of Kitselas Chief & Council.

### C. MAIN DUTIES AND RESPONSIBILITIES

- Overall management of all Kitselas Administration departments
  - Ensure compliance of enacted Kitselas laws, and applicable federal and provincial laws
  - Ensure that management, operational policies and procedures and internal controls are in accordance with approved budgetary allocations, and meet all legal, ethical, Human Rights and Employment Standard requirements.
- (Please note: within Kitselas Polices the Sr Administrator is referred to as Sr Manager and CEO)

#### Governance:

- Uphold the values and principles of the Kitselas Nation
- Maintain the integrity of the administrative function of the organization, and bring political issues to the council
- Update and recommend to Council any revision of organization goals, objectives, short term and long-term goals and strategic direction
  - Bring changes to strategic plan to council, including adjusted budgets
  - Recommend broad policy initiatives in administration and finance for the consideration of the Council and department leads
- Prepare a standard Council agenda



- Annual calendar with meeting dates, FAL requirements, standing agenda items, standing appointments, etc.
  - Procedures for council to add agenda items
  - Maintain tools for efficient Council meetings including minutes, motions forward document, public minutes binder and policy, BCR log, laws and policy binders and other
  - Prepare correspondence, documents and minutes one week prior to Council meeting
  - Provide regular reports, and when requested, special reports
  - Chair of the Sr Team and brings senior team minutes/report to Council
- Under the directive of Kitselas Council and relevant laws:
  - Draft laws and policies, and develop implementation plans
  - Review and provide recommendations for improvement of existing laws and policies
- Responsible to meet the requirements for AGM, administered by the F.A.L.

#### Human Resources:

- Responsible for the management and capacity development of department and leads within the Kitselas administration
  - Nurture a team environment
  - Direct, engage, and coach department leads so that they are empowered to fulfill their role effectively
  - Review, amend (as required), and monitor the implementation of the work plan of all departments
  - Participate in decisions affecting the organization's projects/programs and works collaboratively with staff to formulate organizational positions and policies on key issues
- Overall responsibility for effective human resource management, including compliance with Kitselas HR Policy and Procedures:
  - Ensure Kitselas HR policies are current and consistent with Federal and applicable Provincial labour laws and standards, and make recommendations to Council for changes, as necessary.
  - Responsible for hiring, firing and disciplinary action; in consultation with department leads and Kitselas Council
- Prepare and recommend to the Council, as necessary, revisions to the organizational chart
- Maintain a current list of all Kitselas employees with contact information.

#### Community:

- Oversees all public communications as per communications policy
- Ensure community awareness of KFN's response to community needs
- Serve as a spokesperson for KFN administration in the community
- Develop systems to actively involve and consult community members
  - Ensure council approval for all community consultation initiatives
  - Seek community consultation for initiatives affecting community well-being



- Monitor and evaluate the effectiveness and appropriateness of programs and services delivered to community
- Participate within the Kitselas Emergency Response Plan and be one of the point of contacts.

#### Strategic Direction and Accountability:

- Consult with council, regarding the organization history, community traditions, when considering or applying new initiatives
- Work with Council and department leads to proactively eliminate financial and legal risks
- Work with the Senior Financial Officer to provide proactive, transparent and in-depth financial analysis to enhance the organization's leaderships and operations.
  - Prepare and present operational and finance reports on a monthly basis to the Council and working with the management team
- Develop annual budgets for the review and approval of Council
  - Support the department leads in the development of annual program budgets and for the various strategic initiatives
- Responsible for ensuring leadership, governance and oversight in conjunction with department leads through regularly scheduled meetings
  - Work with department leads to develop their work plan and performance objectives
  - Ensure that each department and special project adheres to its legislative requirements, relevant standards and funding arrangements
  - Ensure monthly and annual systems for accountability measures are developed and implemented throughout the organization

#### Leadership

- Ensure focus on long range strategic issues
  - Manage the senior management team's due diligence process to ensure timely attention on key issues and bring forward to Council when appropriate or requested
- Foster and maintain the intergovernmental relationships with Canada, BC, local and regional governments
- Work with legislators, regulatory agencies, governmental agencies, volunteers and non-profit organizations to promote legislative and regulatory policies that encourage healthy stake holders and community volunteers (groups and individuals), and address the issues affecting KFN community members
- Acts as an advocate, within the public and private sectors, for issues relevant to KFN
- Respectfully engage clients, governmental agencies, volunteers, funders and community members in order to improve services and generate community involvement
- Maintain professional conduct, confidentiality and ethical standards

#### Administration and IT



- Responsible for the proper development, administration, maintenance and evaluation of information systems that connect staff within and across teams
- Ensure the effective selection, administration and maintenance of office equipment
- Ensure IT training and technical support to staff members as required
- Ensure policies are reflective of changing IT systems
- Other duties as assigned by Council

#### **D. EDUCATION AND EXPERIENCE**

- The following or equivalent combination of education and experience:
  - Minimum of 5 years' experience in a senior management position
  - University degree in related field (business administration, public administration)
  - Demonstrated capacity in effective HR management including education/accreditation
- Excellent knowledge of or experience with
  - The programs, regulations and procedures of ISC (Indigenous Service Canada)
  - Securing funding available from other federal and provincial government departments and other, various funding sources
  - Financial planning and reporting
- Knowledge of privacy legislation and confidentiality policies and procedures
- Previous experience working in a First Nations community and/or organization is preferred
- An understanding of all relevant federal, provincial and local legislation, policies and procedures
- An understanding of the northwest BC cultural and political environment is an asset.

#### **E. SKILLS AND ABILITIES**

- Excellent verbal and written communication skills
- Proficient in Microsoft Excel, Word, Outlook, PPT and Adobe PDF
- Ability to prioritize and organize work requirements
- Ability to evaluate and analyze requirements
- Must be able to deal professionally with the public
- Must be able to respect confidentiality and privacy
- Ability to deal with and manage difficult situations within an office atmosphere
- Strong leadership capabilities
- Excellent problem solving and analytical skills
- Negotiating and mediation skills
- Interpersonal skills

#### **F. ADDITIONAL REQUIREMENTS**

- Must be bondable.
- Must have driver's license and reliable transportation
- Willing to travel and attend training, as required



## **HOW TO APPLY**

Interested applicants should apply with a resume and cover letter to the attention of the Finance Officer. This competition will remain open until filled. Please reference Senior Administrator and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Sam Harris  
Kitselas First Nation  
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Email: [financeofficer@kitselas.com](mailto:financeofficer@kitselas.com)