

## **JOB POSTING**

### **BAND MANAGER**

#### **Overall Purpose:**

The Band Manager is the person designated by the Band Council to serve the membership of the Band; and to support the Chief and Council, through the effective management and administration of the Band Office and all Band programs and services.

#### **Scope:**

Reporting to the Chief and Council, the Band Manager will oversee all operations of the Band Administration ensuring that all operations and businesses are conducted in a respectful, responsible, confidential and ethical way, ensuring that all decisions and actions meet the relevant legislation, policies and procedures and will provide records and documents to the relevant governments, agencies, businesses and individuals when requested.

The Band Manager will direct budget preparation and monitor finances; supervise the implementation of operating plans, policies and procedures; ensure hiring, supervision and evaluation of staff and volunteers; monitor the design and implementation of programs; represent Band Administration at Band meetings; maintain good relations with the Band membership and outside agencies; and liaise with Managers of Band businesses.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Post-secondary education related to organizational administration and management.
- Minimum of 10 years of management experience, supervising a minimum of 10 employees.
- Knowledge and experience in financial management and budgeting.
- Knowledge and experience with Human resources management.
- Knowledge and experience with program management and delivery; knowledge of Indigenous Service Canada programs, regulations and procedures related to Band funding arrangements.
- Ability to plan and facilitate group meetings.
- Understanding of relevant legislation, policies and procedures including the Indian Act.
- Understanding of the roles and responsibilities of governing bodies (Councils, Boards, etc.)
- Experience in sourcing funding and ability to write effective proposals and reports.
- Superior interpersonal and communication skills, both verbal and written; good social skills to be able to maintain good relations with Band members and other stakeholders.
- Team leadership and management skills; strategic planning skills.
- Analytical, problem solving, decision-making, and negotiating skills.
- Effective public relations and public speaking skills.
- Computer skills in MS Office and Excel, and preferably some experience with computer business systems and applications.
- Decisive and willing to take an unpopular position when necessary.
- Time and stress management skills; flexibility.
- Ability to maintain standards of conduct, sound work ethics, and demonstrate respect, consistency, and fairness.
- Possess cultural awareness and sensitivity.
- Commitment to the position and the Band community.

#### **TERMS AND CONDITIONS**

- Full-time managerial position, no additional compensation for overtime.
- Office Hours 8:30 a.m. to 4:00 p.m. Monday to Friday.

- Occasional requirement for evening and weekend work.