

EMPLOYMENT OPPORTUNITY

TITLE: TRIBAL ADMINISTRATOR

DEPARTMENT: SADDLE LAKE TRIBAL ADMINISTRATION

OFFICE LOCATION: ADMINISTRATION

PHONE: 780-726-3829

GENERAL REQUIREMENTS OF POSITION:

- Must have exceptional knowledge of budgeting and financial practices appropriate to Nation administration and Indigenous Services Canada. This includes any related arrangements with the Province of Alberta.
- Must have a sound understanding of accounting procedures.
- Must have strong oral and exceptional written communication abilities.
- Must be able to prepare written proposals, submissions Band Council Resolutions, motions, reports and budgets as necessary.
- Must be able to effectively work with public and external business agencies as needed.
- Must have a strong capacity to supervise and direct individuals in their various roles and responsibilities.
- Must have the ability to administer, coordinate, plan, develop, implement, and evaluate programs for effectiveness in financial, policy and procedural aspects.
- Must be able to coordinate varied activity schedules.
- Must have a clear ability to understand and provide input regarding provisions of Federal, Provincial and Municipal legislation, policies and their potential effects on the Nation.
- Must be able to understand the needs of the peoples of the Nation.
- Must be able to supervise office staff and Program Directors.
- Must have exceptional ability to act in a professional, public relations manner.

REPORTING DUTIES:

Direct: Chief and Council

RESPONSIBILITIES:

- Will ensure orientation and strategy planning is undertaken by Chief and Council.
- Will coordinate, with Program Director's the annual Nation budget.

- Will provide Chief and Council, upon request, the ongoing total financial picture of the Nation and prepare special reports.
- Will review all agreement amendments for the Nation and get them signed and returned in a timely manner.
- Will oversee Insurance for all Nation assets.
- Reporting to Chief and Council weekly on progress for various strategies and directives.
- Will monitor all expenditures in various programs to ensure that cash flows deliberations and decisions are met in line with Nation objectives and in compliance with agreement expectations.
- Will execute the Saddle Lake Band legal documents (i.e., BCR) by drafting and recommending them to Chief and Council. Follow ups will be made to ensure that all legal documents are in compliance with the direction of Chief and Council.
- Will monitor all Program Directors to ensure all Nation Policies are being adhered to.
- Will prepare all materials required by Chief and Council for their meetings prior to the meetings being held.
- Will act as financial and policy advisor to all Program Directors and Chief and Council.
- Will ensure travel arrangements for meetings with Chief and Council when required. This includes ensuring meetings are established with government and outside agencies as directed.
- Will perform all other requested duties by Chief and Council when required.
- Will supervise administration staff and Program Directors of various programs.
- Will ensure a communications strategy is undertaken and will monitor the work completed.

JOB ROUTINE:

Daily:

- Reports to work on time
- Checks correspondence and responds accordingly
- Attends meetings, internal and external
- Responds to internal, external inquiries

Monthly:

- Monitors financial statements
- Checks on Program Budgets
- Directors Meetings
- Reports on activities of the Treaty organizations and National bodies

Yearly:

- Makes recommendations to Chief and Council
- Consolidates and assists in preparation of budget for each program

- Arranges funding with Indigenous Services Canada

JOB DIFFICULTIES:

- Pressure from Chief and Council and concerns from Nation members
- Program Budget overruns
- Reprimanding Program Directors
- Pressure to finish reports
- Long hours
- High stress

BASIC EDUCATION AND PROFESSIONAL REQUIREMENTS:

Bachelors or Masters Degree from a recognized training institution in Administration, Business, Accounting or Management studies or a related field of study including law. Minimum of 5 years related experience in First Nations Program management as well as any supervisory roles.

Submit the following: Cover letter, resume, 3 references along with clear criminal record check.

DEADLINE DATE TO SUBMIT:

Monday, October 10th, 2022 at 4:30 p.m.

Note:

Please note that the duties/responsibilities provided in this job posting is only a brief summary. A more detailed job description will be provided upon hire.

Please submit complete package via email to Bonnie White at bonnie.white@saddlelake.ca