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Band Manager

Position Status: Full-time

Location: Blueberry River First Nations

Reports to: Chief and Council

Summary of the Position

The Band Manager provides overall leadership for the implementation and delivery of programs and services for the benefit of the membership and community. He or she shall delegate some of the functions to staff members who are qualified to undertake them with a specific job description and may hire outside expertise as required and under budget limitations, with approval by the Chief and Council in a regularly convened Council meeting.

Reporting directly to the Chief and Council of Blueberry River First Nation, the Band Manager will be responsible for managing the Nation's administrative and financial operations, and ensuring the seamless delivery of programs and services to its members. The Band Manager will work closely with each of the Departments of the Blueberry River First Nation Band and will serve as the Supervisor of the Department Leads/Managers. The Band Manager will administer multiple programs and services, including financial assets of the band, property, natural resources and information and will manage in accordance with policies and priorities set out by Chief & Council. He/she will forecast program needs and plan for future program requirements. He/She will ensure effective financial management of programs and services, including accountability and will seek funding enhancements to improve service opportunities. The Band Manager will keep abreast of new initiatives and will ensure programs are managed, delivered and evaluated in a coordinated and integrated approach on a fiscal basis and in a culturally appropriate and responsive manner. The Band Manager will support the development a detailed annual budget for Council approval, and will assist Department Heads in preparing annual departmental budgets. He/she will maintain sound working relationships with Staff, representatives of other departments, governments and outside agencies.

Responsibilities and Duties

- **Policy:** Developing policies, procedures and bylaws for the review and approval of Chief and Council: ensure staff follow policies; develop and draft policies and bylaws for Council; implement policies and bylaws; be concerned with legal liability and compliance; keep up-to-date with changing policy; be familiar with all relevant policies, and be able to make decisions on them—overview of basic knowledge; interpret applicable legislation (e.g., Indian Act, labour code, legislative tools, labour standards, etc.) and understand/interpret contribution agreements.
- **Financial:** Financial management of the Blueberry River First Nations (BRFN's) resources: authorize expenditures—write cheques; ensure proper financial management (e.g., funding agreements), secure funding; develop budgets; maintain internal control and prepare regular reports on BRFN and financial position.
- **Council:** Preparing materials and reports in support of band council operations: advise/inform Council and community; prepare for council meetings; implement council decisions; liaise with council (community members); assist Council with putting third-party protocols together and work with Council to develop budgets.
- **Staff:** Human resource management: ensure staff follow standard practice instructions and policies; follow-up with department heads; hire, discipline and fire; write letters, reports and sign off for staff; train, orientate and develop staff; clarify performance expectations and manage grievances and appeals.
- **Government Relations:** Managing agreements and relationships with other levels of government: Report to departments in social services, capital and education and develop working relationships with other governments.
- **Community Relations:** Maintaining an open, equitable and service oriented relationship between the community and the administration: keep community members informed and up-to-date on issues and activities and develop working relationships with community.
- **Planning:** Assisting the Chief and Council with the design and implementation of the development strategic plans: ensuring tools/policies are in place to support effective administration and management and create community plan—gather input, present back to community, obtain Chief and Council approval and implement.
- **Practical Reserve Issues:** Managing the community's infrastructure and assets: ensure reserve maintenance runs effectively (e.g., roads, trees trimmed); capital projects (e.g., road construction and subdivision); systems maintenance (office systems); ensure emergency services run effectively; dispute resolution; be present and supportive at community functions; handle crisis events and refer to department heads; enforce bylaws; fill in for other areas during holidays; be on call; provide advocacy for issues; provide business advice to members on business plans/ideas; and plan economic development.
- Other related duties as required.

Qualifications and Skills

For this role, you must have a post-secondary Diploma or Degree in Business, Public Administration, Finance, or another applicable field as well as a minimum of 3 years of experience in a senior management role, ideally within a First Nation or a Municipality. Previous experience in band management/administration would be preferred.

The ideal candidate will also join us with:

- Strong financial acuity and understanding of accounting principles with a minimum 5 years' experience, with proven administrative background, including budget management, tracking and reporting.
- Possess professional attributes, communication skills, use technical skills, and manage report, reviews.
- Experience as an intermediate/advanced user of the Internet and Microsoft Applications such as Outlook (Email), Word, Excel, etc.
- Understand the principles and practices of supervision, personnel administration and the Canada Labor Code.
- Excellent judgment in setting priorities, identifying issues and determining action when working under pressure or tight deadlines.
- Strong ability to work independently as well as a member of a team.
- Ability to work with a flexible schedule.
- A valid BC Driver's License, Driver's abstract and a reliable vehicle required.
- Clean criminal record check required.

Please e-mail your resumes to Human Resources at - hr@blueberryfn.ca. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted