



KITSELAS GOVERNMENT JOB DESCRIPTION

Senior Administrative Director

A. IDENTIFICATION

Job Title: Senior Administrative Director

Department: Kitselas First Nation Administration

Reporting to: Kitselas Chief and Council

Employment Status: Full-time

Last Updated: Feb 15, 2023

B. PURPOSE

Reporting to the Kitselas Council, the Senior Administrative Director (SAD) is the most senior position within Kitselas Band Administration, as defined in the *Kitselas Committee to Council Act (2010)*, with duties divided into two key overlapping areas:

- First, the Administrator is responsible for supporting the effectiveness of elected leadership of the Nation, through providing administrative services to the Band Council at all times
- Second, the SAD leads, manages and oversees all aspects of effective Band administrative and program delivery for Band Members, including the authority for leading the planning, organization, implementation and overall management of all Kitselas' day-to-day operations.

C. MAIN DUTIES AND RESPONSIBILITIES

Support for Chief and Council

- Coordinate, participate, advise and support effective Chief and Council meetings
- For each meeting, prepare a Council meeting package including: an agenda, minutes of previous meeting, and all supporting materials - correspondence, reports, briefing notes, draft BCRs, etc. Circulate 1 week prior to the meeting.
- After each meeting, ensure that: draft minutes are prepared and circulated, follow-up on all approved motions / BCRs, post approved minutes publicly, including on Kitselas website, and respond to all other actions requested by Council (future updates, presentations, briefing notes, etc.)
- Provide regular and standing reports to Council, (e.g. monthly financial report) and as requested, special reports
- Prepare an annual budget and audited financial report(s) for Council's approval
- Ensure Chief and Council are proactively informed of any staff issue(s) and HR matters in which Council will likely be required to make a decision".
- Assist in conducting an annual review / update of Kitselas strategic and operational priorities

Community:

- Find practical ways to engage with, and listen to, community concerns and issues
 - For administrative issues – review, identify and take action where possible
 - Otherwise, make recommendations to Council
- Where possible or reasonable, actively involve and consult community members on initiatives affecting community well-being

- Develop, model and maintain a culture of transparency within community, in communications and actions
- Coordinate community and public communication strategy and actions, including ensuring community awareness of KFN's and Chief and Council's response to community needs

Kitselas Programs and Services

- Ensure that suitable management, operational policies and procedures, and internal controls exist and are followed, especially expenditures against budget(s), and including compliance with all enacted Kitselas laws & polices.
- Monitor and evaluate the effectiveness and appropriateness of community programs and services
- Scan for new funding or grant opportunities to increase or expand program and/or services

Leadership

- Ensure a focus on long range and strategic priorities, especially as Kitselas moves towards becoming a Treaty Nation, [vote expected in 2024]
- Foster and maintain strong intergovernmental relationships with Canada, BC, City of Terrace and Regional District governments
- Lead implementation of communities plans, such as Kitselas Community Land Use Plan
- Acts as an advocate, within both public and private sectors, for issues relevant to KFN
- Manage Kitselas senior management team's performance, including focussed attention on key or emerging issues; ensure clear coordination / communication between Departments.

Administration

- Monitor administrative best practices, laws and policies to ensure Kitselas is operating within a modern legal and policy framework across all general aspects of corporate management – HR, Finance, IT, Risk, Asset Management, etc.
- Participate in key decisions affecting the organization's projects/programs and work collaboratively with staff to formulate organizational positions and policies on key issues
- Ensure compliance with the *Kitselas Financial Administration Act*; including duties assigned to the Senior Administrative Director under this Act
- Review and monitor progress against approved departmental budgets and workplans, and the overall financial health of the Nation
- Oversee and administer the contracts of Kitselas
- Organize annual Kitselas AGM
- Where appropriate or directed by Council, lead development / revision of Kitselas Laws or policies

Human Resources (HR)

- Overall responsibility for effective human resource management, including compliance with Kitselas HR Policy and Procedures
- The senior administrative director may establish management positions, including duties, functions and responsibilities as per the *Kitselas Committee to Council Act (2010)*
- Uphold the values and principles of the Kitselas Nation and maintain the integrity of the administrative functions of the organization
- Direct, engage, and coach staff, especially direct reports, and empower them to achieve results effectively.

- Develop staff capacity, including succession planning within the broader community (i.e. youth) to fill future employment opportunities (including treaty)

Other Duties as Assigned by Council

D. EDUCATION AND EXPERIENCE

- The following or equivalent combination of education and experience:
 - University degree in related field (business or public administration)
 - Minimum of five years of experience in a senior management positions, with demonstrated capacity in all aspects of public sector management, especially:
 - effective people management
 - financial planning & reporting
 - strategic planning
- Previous experience working in a First Nations community and/or organization
- Experience in management of:
 - Delivery of First Nation programs and services
 - funding sources for indigenous programs and services
- Knowledge of privacy legislation and procedures
- An understanding of relevant Canada / BC First Nation legislation, policies and procedures

E. SKILLS AND ABILITIES

- Strong leadership capabilities
- Excellent verbal and written communication skills
- Ability to prioritize and organize work requirements
- Must be able to deal professionally with the public, in particular community members, staff and the Chief and Council
- Excellent problem solving and analytical skills
- Negotiating and mediation skills
- Proficient in Microsoft Excel, Word, Outlook, PPT and Adobe PDF

F. ADDITIONAL REQUIREMENTS

- Must have driver's license and reliable transportation
- Willing to travel, as required