



**KITSELAS FIRST NATION  
JOB DESCRIPTION**

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**A. IDENTIFICATION**

<b>Job Title:</b> Manager of Lands and Resources [Deputy Director]	<b>Department:</b> Lands & Resources
<b>Reporting to:</b> Director of Lands and Resources	<b>Employment Status:</b> Full-time
<b>Job Code:</b>	<b>Date Created/Revised:</b> December 15, 2025

**B. PURPOSE**

The Manager of Lands and Resources supports the Director of Lands & Resources in the **administration, coordination, and operational delivery of departmental functions**, with a particular focus on **Treaty implementation, expanded jurisdictional responsibilities, and intergovernmental coordination**.

This role is responsible for managing administrative systems, supervising Lands & Resource staff, coordinating special projects, and supporting the operationalization of Kitselas' Treaty rights and authorities across land, resource, and governance functions. The position serves as a key **operational bridge between policy direction, Treaty obligations, and day-to-day departmental execution**.

**C. MAIN DUTIES AND RESPONSIBILITIES**

**1. Administration & Department Operations**

- Develop, implement, and continuously improve administrative and operational systems for the Lands & Resources Department;
- Manage and lead administrative staff to achieve departmental and organizational objectives;
- Oversee departmental budgets, track expenditures, and support financial reporting in coordination with Finance;
- Maintain records management systems in accordance with Kitselas policies, applicable laws, and Treaty obligations, including retention, protection, retrieval, and disposition of records;
- Provide executive and confidential administrative support to the Director, including correspondence management, briefing materials, and draft responses;
- Maintain office efficiency through planning of systems, layouts, technology, and equipment procurement;
- Ensure appropriate inventory and procurement of office supplies and administrative resources;
- Delegate tasks and projects to administrative staff and supervise daily office activities to ensure productivity and cost control.



## **2. Treaty Implementation & Governance Support**

- Support the **implementation of the Kitselas Treaty** as it relates to Lands & Resources operations, including the transition from Indian Act–based processes to Treaty-based governance;
- Coordinate administrative systems, workflows, and documentation to align with Kitselas' post-Treaty jurisdiction and authorities;
- Assist in tracking Treaty-related deliverables, timelines, reporting requirements, and implementation requirements within the department;
- Support the development and administration of policies, procedures, and internal controls required under the Treaty and associated Kitselas laws;
- Coordinate with other Kitselas departments to ensure Treaty implementation is operationally integrated across governance, finance, housing, and stewardship functions.

## **3. Staff Supervision & Human Resources Support**

- Supervise Lands & Resource staff, including participation in recruitment, onboarding, training, performance reviews, and professional development;
- Provide ongoing formal and informal feedback to staff and foster a respectful, accountable, and high-performing work environment;
- Ensure staff understand and comply with Kitselas policies, confidentiality requirements, and Treaty-related governance expectations.

## **4. Stakeholder & Intergovernmental Relations**

- Respond to enquiries and complaints in a professional and culturally respectful manner;
- Liaise with and maintain positive working relationships with other departmental staff, Kitselas citizens, residents, businesses, and community members;
- Support coordination with external stakeholders, including provincial and federal governments, local authorities, regulatory agencies, and partner organizations, particularly in relation to Treaty implementation and lands and resources administration;
- Provide a high standard of customer service to all internal and external stakeholders.

## **5. Information Management & Compliance**

- Coordinate Departments information services in accordance with Kitselas policy, applicable privacy legislation, and Treaty requirements;
- Ensure confidentiality, data integrity, and appropriate access controls for sensitive government and Treaty-related information;
- Support compliance with relevant legislation, agreements, and Kitselas laws.

## **6. Other Duties**

- Perform other related duties as assigned by the Director of Lands & Resources.



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

- Diploma or Degree in Business Administration, Public Administration, Indigenous Governance, or a related field; equivalent combinations of education and experience may be considered;
- Minimum of three (3) years of progressive administrative or management experience, preferably in a senior or government-related role;
- Demonstrated experience supporting complex programs, projects, or governance initiatives;
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint) and Adobe PDF;
- Understanding of the northwest BC cultural, political, and governance environment;
- Knowledge of or experience with First Nations governance, Treaty implementation, or land and resource administration is strongly preferred;
- Previous experience working in a First Nations government or organization is an asset.

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

- Strong interpersonal, written, and oral communication skills;
- Ability to exercise sound judgment, initiative, and discretion in a governance environment;
- High ethical standards and demonstrated ability to manage confidential and sensitive information;
- Strong organizational, planning, and time-management skills;
- Ability to establish priorities, goals, and expectations in a dynamic and evolving environment;
- Relationship-building skills with internal teams and external governments and stakeholders;
- Results-oriented with strong attention to detail;
- Ability to manage competing priorities and work under pressure;
- Flexibility to accommodate varying workloads and hours as required;
- Professional demeanor when interacting with the public and community members;
- Ability to navigate challenging situations and difficult conversations respectfully;
- Demonstrated ability to work collaboratively as part of a team.