



# Penticton Indian Band

R.R. #2, Site 80, Comp.19  
Penticton, British Columbia  
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

October 20, 2017

## Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Council Administrator</b>	<b>Classification:</b>	7A – Administration 1
<b>Department:</b>	Band Administration	<b>Responsible To:</b>	Band Administrator
<b>Status:</b>	Full Time: Permanent	<b>Hours of Work:</b>	35/hrs
<b>Range:</b>	PIB Salary Grid		
<b>Location:</b>	PIB Administration Offices, 841 Westhills Drive, Penticton, BC., V2A 6J7		
<b>Closing Date:</b>	<b>Friday, November 3<sup>rd</sup>, 2017 at 5:00pm</b>		

### Job Summary:

This position is responsible to provide secretarial, clerical and administrative assistance to the Band Chief and Council. Under the direct supervision of the Band Administrator, the Council Assistant will ensure that Chief and Council support services are provided in an effective and efficient manner. Tasks include and not limited to coordinating Chief and Council meetings, community general meetings, election administrative support, council community functions, travel arrangements, etc. The role will undertake research into past government activities and decisions and assist with the overall functioning of Council and the interaction with the Executive Director regarding liaison with the administrative department's functioning of the government. This position is answerable to the Band Administrator and requires **“complete confidentiality at all times”**

### Core Competencies:

- Strategic Thinking
- Time Management
- Ethics and Integrity
- Communicating
- Planning and Organizing
- Critical Thinking
- Accountable/Dependability
- Team Oriented / Interpersonal
- Approachable
- Problem Solving
- Stress Management
- Professionalism

### Duties/Responsibilities:

- Answer telephone calls, emails or other inquiries on behalf of the Band Council and Band Administrator as required and ensures messages are directed to appropriate individuals.
- Will assist with reception duties when necessary including registering incoming mail, receiving and recording deposits, answering telephones, providing information to callers, screens and directs calls to appropriate departments.

- Must attend, record, and transcribe all scheduled Band Council, General Band, and/or other meetings as may be directed or required.
- Will be required to provide administrative support to the Program Managers team and PIB Emergency Services Committee.
- Responsible for preparing of reports, correspondence, memos, purchase orders, notices, schedules, and other materials as requested or required.
- Develop, maintain and become familiar with accurate and current filing system for Band Council matters.
- Prepare travel and accommodation arrangements as required for Band Council and/or Band Administrator or others as may be directed or required.
- Notification to Council, community members, or other persons required to attend scheduled meetings.
- Receive and prepare all relevant documentation for distribution prior to meetings.
- Assist the general public with departmental forms, receipts, appointments and other information as required.
- Operate office equipment, including photocopier, postage meter, fax machine, printers, and other office equipment.
- Assist with and be responsible for scheduling and booking of Office Boardroom and Community Buildings as required.
- Provides other support and assistance to the Band Chief and Council as required and assigned by the Band Administrator.
- Must be ready and willing to work extra hours, weekends, or during emergencies when required.

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Grade 12

### **Other Certification, Licenses, Designations and/or Training**

- Willing to undertake and complete further training as may be required.

### **Minimum Level of Experience**

- 1 year working in a First Nation Environment
- Must have some understanding of relevant policies and procedures.
- Must demonstrate sound work ethics.
- Must have excellent computer & keyboarding skills.
- Typing skills are to be quick, accurate, and above all, efficient.

## **Assets:**

- Bookkeeping skills

## **Working Conditions:**

- The Council Assistant may be required to work long hours and perform in a multitasking environment.
- The Band Administration Office is generally a very busy facility and times can become very demanding. The Executive Assistant needs excellent organizational, time, and stress management skills.

**Regular Hours of Work:** Monday to Friday – 9:00 am to 5:00 pm, unless otherwise directed and authorized.

## Job Classification & Salary Grid Placement:

Executive Assistants role is to advise and support the Governing Leadership and Executive Leader	Range for capacity, experience and education	Range for capacity, experience and education	Range for capacity, experience and education
Classification 7A			
Step = Years in this position	A	B	C
0	\$ 17.00	\$ 17.50	\$ 17.75
1	\$ 18.00	\$ 18.50	\$ 18.75
2	\$ 19.00	\$ 19.50	\$ 19.75
3	\$ 20.00	\$ 20.50	\$ 20.75
4	\$ 21.00	\$ 21.50	\$ 21.75
5	\$ 22.00	\$ 22.50	\$ 22.75
6	\$ 23.00	\$ 23.50	\$ 23.75
7	\$ 24.00	\$ 24.50	\$ 24.75
8	\$ 25.00	\$ 25.50	\$ 25.75
9	\$ 26.00	\$ 26.50	\$ 26.75
10	\$ 27.00	\$ 27.50	\$ 27.75

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career in Council Administration please **send a resume and covering letter by 5:00 pm on November 3<sup>rd</sup>, 2017 to the attention of:**

**Director, Human Resources  
Penticton Indian Band**

**Mail:** RR #2 Site 80 Comp. 19 Penticton, BC V2A 6J7 **Fax:** (250) 493-2882  
**Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 801 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*