



Penticton Indian Band

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

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

May 11, 2018

Employment Opportunity

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

Position Title:	Chief Administrative Officer	Classification:	3 - Executive
Department:	Chief Administrative Officer	Responsible To:	Chief and Council
Status:	Full time: Permanent	Hours of Work:	35/hrs week
Range:	PIB Salary Grid		
Location:	PIB Administration Offices, 841 Westhills Drive Penticton BC, V2A 6J7		
Closing Date:	Friday June 08, 2018 at 5:00 pm		

Job Summary:

The chief Administrative Officer is responsible for supporting the vision and goals of the Penticton Indian Band. Reporting to the Chief and Council (the "Council"), the chief Administrative Officer is responsible for the overall coordination, reporting, and administration of executive and administrative policies of the Council. The Chief Administrative Officer is responsible for the overall management and delivery of all Band programs and services. The chief Administrative Officer is responsible to ensure the needs of the Penticton Band are met in a reasonable, effective and efficient manner.

CORE COMPETENCIES:

- Strategic Thinking
- Time Management
- Ethics and Integrity
- Communicating
- Leadership
- Approachable
- Decision Making and Judgment
- Planning and Organizing
- Critical Thinking
- Accountable/Dependability
- Managing Performance
- Team Oriented
- Financial Management
- Enforcing Laws, Rules and Regulations
- Analytical Thinking
- Problem Solving
- Managing Organizational Change
- Energy and Stress Management
- Providing Consultation
- Conflict Resolution skills
- Creative and Innovative Thinking
- Policy Analysis

DUTIES/RESPONSIBILITIES:

Job Responsibilities and Work Performed

- Is responsible for the overall management, supervision and administration of the Penticton Indian Band programs and services and ensuring that all Council directives, policies, laws and by-laws are followed in the day to day operations.
- Supervises and manages immediate Administration staff, including Executive Assistant, Office Manager, Membership Administrator, Human Resources Manager, and Records Manager.
- Will act in the non-voting Administrator capacity on the PIB Finance and Audit Committee and attend all meetings as required.
- Make recommendations to Council on the development and implementation of policies, codes, procedures laws and by-laws relevant to the needs of the Band Administration and Penticton Indian Band.
- Attends all General Band Meetings, Special Council Meetings, and/or Committee Meetings as required and provides support and assistance in preparation to those meetings.
- Coordinates and chairs monthly Department Head meetings with the goal to improving overall performance through effective teamwork, problem solving and communication.
- Coordinates and makes recommendations as authorized by Council where legal and/or professional resources are engaged to represent the band pursuant to actions involving or initiated by or against the Band. **May act on behalf of the band only as authorized or directed by Band Council.**

Accountability

- Will comply with the Penticton Indian Band Human Resources Policy, Financial Administration Law (FAL) or By-law and any other policies, laws and by-laws approved and adopted by Chief and Council.
- Provides background research information and documentation as required.
- Reviews motions and ensures Band Council Resolutions are prepared prior to Council Meetings.
- Prepares and assists in the review and response to Band Council correspondence as required.
- Works with Department Heads, Chief Financial Officer and Council Liaison Assignments to coordinate and plan the development of budgets, program and project objectives, timelines and related logistics.
- Ensures that all directives, policies, procedures and resolutions are communicated to Department Heads and all staff as required.
- Will work with the Executive Assistant in the preparation and scheduling of strategic planning meetings and/or information sessions as directed by Council.
- Provides Strategic Direction as required by Council.

Relationships

- In communication with the Chief Financial Officer, monitors and approves all Band Administration and Capital Project(s) expenditures ensuring that all budgetary restrictions and requirements are being met.
- Manages all Public Works and Capital Projects undertaken by the Band, ensuring that all work to be contracted follows proper tendering policies and procedures in the best interest of the Band and is carried out in an effective and efficient manner.
- Is responsible for reviewing and authorizing all emergency funding requests received for assisting PIB members and families immediate urgent or emergency needs, and in accordance to the PIB FAL Policy.
- Acts as liaison and public relations coordinator where required for administrative matters as directed by Council through communication to community members, other First Nations, provincial and federal government, municipalities and other relevant agencies.
- Ensures employee work plans are in place and on task and provides Department Heads, staff and employees with personal, professional and technical support and reviews training and development wherever appropriate.

- Works with the Department Heads, Chief Financial Officer, Council Portfolio and Band Legal advisor (if required) to ensure all projects proposals, contracts and agreements adhere to Band policies and procedures to ensure the Band's interests are protected and liabilities are limited by managing risk.
- Working with the Chief Financial Officer, Finance Committee and Department Heads, assists with the preparation (where required), reviews all draft budgets for all programs and relevant projects to present to Council for approval.
- Works closely with the Band Council and assists in the development of recommendations for presentations to the PIB Community.

Decision Making

- High level of decision making
- High level of problem solving and sound judgment
- High level of confidentiality, trust and ethics
- Requires objectivity and diplomacy

QUALIFICATIONS/REQUIREMENTS:

Minimum Academic/Educational Requirements

- Must have a degree in Business Administration, Public Administration, Political Science or related field, or combination of equivalent training and experience
- Must have Indigenous Governance and Leadership experience (INAC Processes)

Other Certification, Licenses, Designations and/or Training

- Valid BC Driver's License

Minimum Level of Experience

- Must have at least five (5) years work experience in a Senior-level administration role including core areas such as capital spending, health, education, social development and finance.
- Must have solid experience in the following areas: financial management of First Nation's resources, Developing policies, procedures and bylaws in a First Nation Governance.
- Experience managing agreements and relationships with different levels of government.
- Experience managing First Nation's community infrastructure and assets
- Experience in negotiation and conflict resolution
- Sound knowledge of the social and economic issues facing First Nations
- Must have excellent leadership, supervisory, management and interpersonal skills.
- Must have demonstrated tact, discretion and sound judgment while dealing with sensitive issues in a social or political environment while maintaining confidentiality at all times.
- Ability to plan, organize and delegate work as assigned, ability to meet deadlines and ensure for completeness and accuracy.
- Must have strong analytical, oral and written skills.
- Must have the ability to work under times where the working environment may become stressful, extremely busy and demanding.
- Must have excellent computer and application skills and skilled in the use of office equipment.

- Must be willing to work on weekends or after hours as may be required.
- Must be willing to submit to a criminal record check.
- Must have experience managing transition and providing strategic direction accordingly.

Specific Job Skills and Levels

- Proven ability to provide Leadership
- Strong Project Management skills
- Financial Management Knowledge
- High level of critical and logical thinking, analysis, and reasoning
- Excellent interpersonal and communication skills – written and verbal
- Strong negotiating skills
- Ability to pass a criminal records check

Ideal Abilities, Skills and Attributes to be successful in position

- Ability to balance conflicting priorities in order to manage workflow
- Ability to motivate others, foster teamwork and manage time of self, teams and staff
- Superior ability to communicate both orally and in writing, including proposal writing
- Ability to clearly define and communicate vision and direction to First Nation, community and staff
- Ability to Interact professionally with clients and associates at all times
- Ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate solutions

Other

- It is expected that all Penticton Indian Band employees are willing to upgrade their skills and knowledge if required or applicable.
- All Penticton Indian Band employees are encouraged to learn about the culture, language and traditions of the Okanagan people and be willing to continuously upgrade their skills and abilities as well as further their formal education.

ASSETS:

- Understanding and knowledge of the Penticton Indian Band and Okanagan Nation culture and customs
- Indigenous Governance Understanding (INAC)
- Knowledge and awareness of the unique issues First Nations employers are faced with.
- Knowledge and familiarity with community, local and regional issues.
- Knowledge and familiarity of current Federal and Provincial political issues and/or legislation.

WORKING CONDITIONS:

- The chief Administrative Officer may be required to travel in all weather to attend meetings or other relevant functions on behalf of the band.
- This position requires spending long hours sitting and using office equipment, computers, and attending long meetings.
- The Administration Office is always a very busy facility and the Administrator may be interrupted frequently to meet the needs and requests of community members, general public, Administration Staff and Band Council.

- The chief Administrative Officer must be aware of and possess knowledge of all community affairs and knowledge of relevant legislation, policies and procedures and must be prepared to deal with any crisis, emergency or stressful situation at any given time.
- The Penticton Indian Band supports the well-being of our employees and the chief Administrative Officer is required to uphold and support our wellness plans.

Job Classification:

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 Executive Management please **send a resume and covering letter by 5:00 pm, on Friday June 8, 2018, to the attention of:**

**Mr. Jonathan Baynes – Interim Chief Administrative Officer
Penticton Indian Band**

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

In Person: PIB Administration Offices – 841 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.