



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

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

Position Title:	Council Administrative Assistant	Classification:	7A - Administration
Department:	Administration	Type:	Administration
Status:	Full time	Responsible To:	Band Administrator
Location:	Band Administration Office		

Job Summary:

Under the direct supervision of the Chief Administrative Officer, the Council Administrative 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 Chief Administrative Officer regarding liaison with the administrative department's functioning of the government.

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:

Decision Making

- Detail oriented and accurately processing and prioritizing information;
- Must exercise objectivity and transparency to ensure trust and confidence in Chief & Council processes, and systems;
- All processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12
- Post-secondary courses in business or an equivalent combination of education and experience.

Specific Job Skills and Levels

- Must have some understanding of relevant policies and procedures;
- Willing to undertake and complete further training as required;
- Must be honest, trustworthy and respectful;
- Must demonstrate sound work ethics;
- Ability to coordinate several different tasks in a busy work environment;
- Strong ability to record impartially and accurately;
- Ability to listen, understand and carry out instructions;

Minimum Level of Experience

- 2 years' experience in a similar role.

Personality Traits (Required to be successful in position)

- Friendly, personable, professional, and strong interpersonal skills;
- Excellent organizational, time, and stress management skills;
- Ability to multi-task;
- Good communication skills in person, on the telephone and in email messages;
- Ability to work as part of a team, exhibiting patience and respect;
- High level of discretion and judgment.

Assets:

- Bookkeeping;
- Knowledge and understanding of Roberts Rules of Order.

Working Conditions:

- Manual dexterity required to use desktop computer and peripherals;
- Sitting at work station for extended periods of time;
- Some travel may be required;
- The Council Administrative Assistant may be required to work long hours performing well in a multitasking environment;
- The Band Administration Office is generally a very busy facility and times can become very demanding;
- The Council Administrator needs excellent organizational, time, and stress management skills.

Regular Hours of Work: Monday to Friday – 9:00 am to 5:00 pm, unless otherwise required and approved.

**Deadline to apply is Thursday February 21 2019, by no later than 4pm.
Please send to jobs@pib.ca**