



# KISPIOX BAND COUNCIL

1336 Kispiox Valley Road, Kispiox, B.C., V0J 1Y4  
Phone: (250) 842 – 5248 or 5249 Fax: (250) 842 5604

## EMPLOYMENT OPPORTUNITY

**POSITION:** Band Manager  
**SALARY:** Negotiable Dependent Upon Experience

On behalf of, and under the general direction of the Kispiox Band Council, the Band Manager manages, directs, organizes, implements and controls the provision of a wide variety of programs and services to the Band membership. The Band Manager is directly responsible to Council for the effective and efficient operation of the band administration and for ensuring the implementation of Council policies and directives.

### Education/Professional Requirements:

- Must have a post-secondary degree in Business or Human Resources;
- Must have minimum of five (5) years of Senior Management working experience;
- Must have working/education experience in managing finances and budgets

Consideration will be given to individuals possessing a combination of an undergraduate degree, within similar disciplines and relevant working experience.

### Qualifications/Abilities:

- Extensive knowledge of First Nations as to their political roles and structure;
- Ability to communicate with personnel from various levels of government, First Nation Organizations and Funding Agencies;
- Ability to develop and maintain policies and procedures pertaining to all aspects of the First Nations Band Administration;
- Must possess management and leadership skills and supervision of staff,
- Must be proficient in strategic planning and program development
- Must possess skills in the administration, management/planning of human resources;
- Ability to establish good working relationships with funding agencies/other organizations
- Ability to research funding sources and provide funding proposals;
- Must be able to plan and manage the First Nation finances; strong skills in Financial Management – analyze, advise and recommend on allocation of budgets, funds and organization
- Must possess excellent verbal and written communication skills and strong computer skills;
- Must possess excellent skills in problem solving and decision making.
- Experience in management of band housing is an asset: working with rental arrears, construction, building contractors, etc.

### Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Ability to work collaboratively with staff and Chief and Council in establishing goals, preparation of budgets, and funding proposals
- Ability to self-regulate, meet deadlines, and give attention to details
- Recognizes and respects all cultural diversity and has an understanding of First Nation culture

### Working Conditions:

- Must provide a recent Criminal Records Check

Forward Resume, Recent Criminal Record Check And 3 References To the attention of Sandi Reviakin:

KISPIOX BAND COUNCIL, 1336 Kispiox Valley Road, Kispiox, B.C., V0J 1Y4

**DEADLINE: November 8, 2019**

We thank all applicants for their interest however only those shortlisted will be contacted.