



KWAKIUTL BAND JOB DESCRIPTION

Job Title: Senior Administrator	Reports To: Chief and Council
Program/Department: Administration	Work Location: Band Office
Date Updated: June 01, 2021	Job Status: Full-Time

JOB SUMMARY

The Senior Administrator is under the direction and guidance of Chief and Council. As a Senior Administrator, he or she is responsible for the management, leadership, administration and delivery of all Kwakiutl Band programs and services. The Senior Administrator will ensure that the needs of Kwakiutl Band Council (KBC) are met in a reasonable, effective, and efficient manner.

Reporting to Chief and Council, the Senior Administrator oversees and is responsible for all operations of the KB. The Senior Administrator will ensure that all operations are conducted in a respectful and responsible manner, ensuring that all decisions and actions are within policy and accepted practice.

Key to this position is ensuring that goals and objectives, established by Kwakiutl Band Council on behalf of the band, are implemented and reported on according to the Strategic Planning process.

The Senior Administrator oversees all departments and department heads of Kwakiutl Band, including:

- Finance & Administration / Governance
- Housing
- Health & Social Development
- Education, School & Daycare
- Operations & Maintenance
- Lands, Marine & Resources
- Capitol, Energy & Policy Development
- Economic Development

DUTIES / RESPONSIBILITIES

Financial Management and Strategic Planning:

- Assists in the preparation of annual Kwakiutl Band Office and department budgets.
- Submits finalized budgets to the Finance Committee for presentation to Kwakiutl Band Council.
- Ensures monthly financial statements are prepared and available for review by Department Managers and Kwakiutl Band Council.
- Ensures that all budget adjustments and recommendations are vetted through the Finance Committee.
- Ensures the Kwakiutl Band audit is completed in a timely and efficient manner.
- Works with the Finance Administrator and department to ensure financial controls, efficiencies and systems are in place.

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- Manages, oversees and pursues funding management and development opportunities.
- Prepares and manages funding applications, proposals as required.
- Ensures all reporting requirements and deadlines are met regarding funding requirements.
- Assists Department Managers in preparing funding applications and proposals.
- Participates in economic development initiatives to ensure community is aware of opportunities.
- Works with community members to assist them in successfully engaging in economic projects and initiatives.
- Ensures that all contracts and financial transactions are conducted according to Kwakiutl Band policies.
- Advises Kwakiutl Band Council on financial matters.
- Provides Council with detailed monthly financial statements and interprets financial information upon request.
- Establishes and maintains lines of credit with suppliers and agencies.
- Ensures that all requirements are met for annual audit purposes, including an up-to-date inventory.
- Assists in the development of annual budgets and monitors all departmental/program budgets for compliance.
- Authorizes expenditures approved by Kwakiutl Band Council.
- Supervises the Accountant/Controller's records of accounts to ensure all financial transactions are complete and accurate. Ensures that all records, books of account, invoices, vouchers receipts and related documents are securely filed and stored.
- Oversees and ensures the accuracy of financial statements, bank reconciliations, and budgetary reports. Ensures funds are expended and accounted for according to accounting procedures.

Human Resources Management

- Supervision of Kwakiutl Band staff and programs ensuring that the daily operation of Kwakiutl Band's departments and services run smoothly and efficiently.
- Meets monthly with Program Manager's to review program activities, progress, priorities, budgets, and any other items of concern.
- Ensures that Human Resources Policies and Procedures are up to date and followed.
- Ensures that Health and Safety guidelines and policies are up to date and followed.
- Ensures that Kwakiutl Band has an environment free of harassment and violence.
- Manages human resources, in accordance with Kwakiutl Band's policies and procedures, and recommends and carries out action with respect to staffing, leave and attendance, performance management, performance evaluation, training and professional development, progressive discipline and termination, and monitors sub-delegated human resource responsibilities carried out by departmental supervisors, (e.g., performance appraisals for own staff).

Council Support

- Coordinates the work of Kwakiutl Band Council Committees and assists them in obtaining relevant information when requested.
- Provides Kwakiutl Band Council and Committees with background information on issues before them for sound and informed decision-making.
- Advises Council on matters related to the orderly administration of Band affairs.



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- Attends Kwakiutl Band Council meetings; attends committee meetings as requested.
- Provides Kwakiutl Band Council with monthly reports on programs and operations. Provides Council with detailed monthly financial statements.
- Recommends to Kwakiutl Band Council changes and/or improvements to Kwakiutl Band facilities, services, programs and policies.
- Ensures Kwakiutl Band Council meetings are held on a regular basis.
- Prepares agenda for Kwakiutl Band Council or committee meetings in cooperation with Chief or committee chairperson. Ensures distribution of agenda, previous meeting minutes and required attachments to each Council or committee member two days prior to each meeting.
- Ensures recording of all Kwakiutl Band Council resolutions, minutes, decisions, regulations, policies and proceedings of Council and its committees. Ensures that they are properly signed, indexed, filed and that copies are forwarded to appropriate agencies.
- Acts as a liaison between Council and the community.
- Acts as the liaison and public relations officer for the Council in matters of the administration.

Administration Management

- Communicates on behalf of the Kwakiutl Band with other First Nation's, organizations, agencies, and federal, provincial, or municipal officials or departments.
- Publishes Kwakiutl Band Council programs and policies. Advises and counsels individual Kwakiutl Band members on programs and policies.
- Prepares and submits to Kwakiutl Band Council statements, information and reports related to these duties as required.
- Ensures that administrative systems and records management systems are up to date.
- Ensures the Kwakiutl Band's Policy and Procedures Manuals are up to date.
- Ensures that all correspondence, reports and other pertinent documents are handled professionally and efficient manner.
- Ensures the Kwakiutl Band is kept current on all legislation, directives, policies, regulations and procedures. This may be accomplished through communications with government agencies, tribal councils, meetings, workshops, seminars and other mediums.

Operations and Management:

- Develops and maintains effective working relationships with external partners and stakeholders including governments, regional health authorities, and Aboriginal organizations, for the purpose of advancing the best interests of Kwakiutl Band.
- Responsible for management of the system of internal controls which exist to safeguard all assets of the organization. Errors and omissions may result in the loss or misuse of organizational resources.
- Ensures the proper maintenance, use, repair and occupancy of Kwakiutl Band buildings, equipment and assets.
- Ensures capital projects are funded adequately and work is performed within budget, standards and deadlines.
- Ensures Kwakiutl Band bylaws are adhered to.



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- Handles crisis matters which arise on a day-to-day basis and pass on relevant information to the appropriate Kwakiutl Band staff or Kwakiutl Band Councilor.
- With authorization, negotiates agreements on behalf of Chief and Council, with final approval provided by Chief and Council.
- Ensures the use of outside contractors and services are within budget and are planned and managed.
- Ensures emergency response services /training are available and up to date.
- The Senior Administrator is also the main administrative contact for government agencies and departments, private industry and any other individuals or groups operating in Kwakiutl Band.
- Manages all Band assets and ensures the proper maintenance of all Band buildings and physical assets.
- Represents the Band to external agencies, government departments, and other interested bodies, as directed by Band Council.
- Negotiates contracts, funding agreements and other related matters, as directed by Council.
- Assists in the development of new program and service initiatives, as required and/or directed.

REQUIREMENTS

- Training and experience in the fields of business administration and management.
- Knowledge and understanding of sound financial management practices.
- Familiarity with legislation affecting First Nations government.
- Excellent interpersonal and communication skills.
- Ability to supervise and direct staff.
- Knowledge and appreciation of the history, culture and traditions of the Kwakiutl people.
- Knowledge of Treaties (specifically Douglas Treaties)

KEY RELATIONSHIPS

- Chief and Council, department managers, supervisors and staff.
- Liaises and communicates with government departments, the private sector and other First Nations.
- Maintains good relations with the Kwakiutl membership, community and handles individual member's inquiries and requests.

WORKING CONDITIONS

- The position of Senior Administrator requires significant overtime, some local and regional travel, and some irregular hours of work. Adaptable to schedule changes.
- Smoke and scent free environment.
- Harassment and violence free environment.
- Possession of a valid driving license and means of transportation are preferred.
- Successful criminal records check.

Please submit application package to

manager@kwakiutl.bc.ca

Subject: Senior Administrator Application

Atten: Dorothy Hunt, KB Councillor/Acting Manager

By no later than 4pm on Tuesday, July 20th, 2021

Please sub

