



Director of Operations Permanent Full Time

Located in the south eastern part of British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards and forests. The population of Creston is 5,000 and the trading area serves about 15,000 people. The Lower Kootenay Band (LKB) has 200 plus members and is a member of the Ktunaxa Nation.

Position Summary

The Director of Operations works closely with the Chief and Council of LKB and is primarily responsible for the day to day operations of the LKB administration office/ departments and its entities as well as having full authority over the permanent and temporary employees of LKB. The Director of Operations must be flexible on hours of availability.

Reporting

The Director of Operations is one (1) position that the Chief and Council of LKB employs and has full authority over. The Director of Operations reports to the Chief and Council at regularly scheduled meetings or as needed.

Position Qualification

- Business Administration Diploma, Bachelor of Business administration or equivalent education and work experience

Duties

- Provide support to Chief and Council of LKB
- Implement Chief and Council decisions and policy to ensure that Chief and Council motions and resolutions are carried out in a timely, efficient and professional manner
- Attend Council meetings, general Band meetings and other meeting as required
- Supervise LKB staff and ensure that the daily operation of the Band run efficiently
- Provide leadership, supervision and direction to Department Directors for the effective and efficient delivery of programs and services
- Ensure that adequate financial controls, bylaws, policies, procedures, plans and strategies are in place and adhered to
- Represent LKB's interest in negotiations with government and the private sector
- Oversee staff professional training and enhancement
- Ensure the registration of "Band Bylaws"

Required Skills, Knowledge and Experience

- Previous experience working with First Nation's government or organization
- Excellent planning, organizing and management skills
- Proven inter-personal skills
- Excellent verbal and written communication skills and proven experience
- Ability to communicate complex information to a variety of audiences
- Strong computer skills including advanced knowledge of Microsoft-based software and other applicable software programs
- Demonstrate good to excellent financial management skills according to generally accepted accounting principles and public sector accounting standards

Please submit your cover letter and resume marked "Confidential" to:

Chief M. Jason Louie, Lower Kootenay Band
830 Simon Rd., Creston, BC V0B 1G2

or Fax: 250-428-7686 or Email: mjasonlouie@gmail.com

Closing Date: January 25, 2016

*Please note that only those selected for an interview will be contacted.
Applications received after the closing date will not be considered.*