



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Operations Director
DEPARTMENT	Administration
SUPERVISOR	Executive Director
DATE POSTED	April 29, 2019
STATUS	Regular – full-Time
SALARY CLASSIFICATION	Level 10
CLOSING DATE	FRIDAY, MAY 10, 2019

Job Summary:

Reporting to the Executive Director of the First Nation of Na-Cho Nyak Dun this position is responsible for leading, planning, managing and implementing the policies and procedures relating to the administration and operation of FNNND. First and foremost, the Operations Director is responsible for ensuring that all practices are conducted in a manner that respects the cultural and traditional values of the citizens of the FNNND. The incumbent will provide administrative expertise and direction to departmental Managers responsible for program delivery and is responsible for monitoring and ensuring that the programs are run within budget, and workplans are implemented and followed and that work is accomplished in a timely fashion. The Operations Director ensures seamless operations of the office through effective and efficient administrative activities and understands the impact of this position on all department program function

Main Duties:

- Oversee the daily administrative management of the program departments as per the organizational structure of FNNND. Review and support the development of appropriate policy, procedures and planning for departmental structure as necessary as guided by the strategic plan and capacity assessment;
- Work with the Manager, Human Resources and Departmental Managers to ensure that a workplan is in place for FNNND employees, assess and recommend work related skill training for staff, review program budgets and make recommendations to Council;
- Coordinates with the Manager, Human Resources the development of work planning to ensure there is a work plan in place for each FNNND employee and that work plans are being followed and evaluated;
- Support departmental managers and staff in decision making and ensure that decisions and program operations follow FNNND policies. Attend monthly management meetings with departmental Managers to participate in the review of program activities and progress, establish priorities, identify and address concerns and provide administrative direction and expectations;
- Ensure the development of annual Administration and Operation Services strategic operation plan and budget. Manage the office environment and efficient use of company materials, ensuring adequate levels of office supplies and ensure the office is furnished adequately; and
- Provides technical advice to Council, assures that there is a communication strategy within the organization and report to the Executive Director and Chief and Council on all staff activities, programs, equipment, building and infrastructure needs and identifies service gaps for modifications to improve service delivery.
- Act as Executive Director when required by direction of Council and/or the Executive Director and do so in accordance with the Executive Director's Job Description.

Qualifications:

- Completion of a degree in Business Administration, preferred;
- Diploma in business administration required;
- Or 4 plus years' experience in multi-discipline program management or equivalent of several years' experience and post-secondary education in administration and operation services; and
- Minimum qualifications include appropriate course work and experience in working within a Government (preferably First Nation) in a management capacity and significant experience.
- Strong knowledge of business administration practices and procedures;
- Knowledge of financial management and accounting practices and procedures;
- Knowledge of or demonstrates ability to quickly acquire knowledge of the programs, regulation and procedures of the Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and other relevant legislation;
- Good knowledge of information technology and systems;
- Ability to supervise and mentor staff and prepare proposals;
- Ability to work in a developing, culturally unique government setting;
- Ability to organize, coordinate and effectively manage a number of multi-disciplines; and
- Ability to effectively conduct meetings; Experience working at the management level including the ability to direct, supervise and evaluate the performance of personnel;
- Ability to manage budgets;
- Ability to lead, direct and manage program and policy development and delivery;
- Strong decision making, conflict resolution and problem-solving skills;
- Excellent communication skills, both oral and written;
- Discretion, tact, diplomacy, compassion and good judgment;
- Ability to resolve conflicts and foster unity;
- Ability to make difficult decisions exercising cultural sensitivity;
- Ability to work effectively as part of a management team;
- Ability to establish and maintain professional working relationships with staff, citizens and the general public;
- Ability to provide strong leadership and motivate people;
- Ability to work flexible hours; and
- Ability to maintain confidentiality.

For a copy of the job description or to submit your Cover Letter and Resume please contact:

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