



# Splatsin

PO Box 460 Enderby BC V0E 1V0  
5775 Old Vernon Road

Tel: (250) 838-6496  
www.splatsin.ca

## Job Posting

**Position Title:** Band Administrator

**Reports to:** Chief and Council

**Status:** Full-Time, Permanent Hours of Work: 35 hrs/week Monday to Friday

**Salary:** Commensurate with Experience & Education

**Benefits:** Company pension Dental care Disability insurance Employee assistance program Extended health care Life insurance On-site parking, Paid time off Vision care

**Location:** Splatsin Administration Offices, 5775 Old Vernon Rd., Enderby, BC, V0E 1V3

### Deadline for Applications: Open, until position filled

Ability to commute/relocate: Splatsin, Enderby, BC: reliably commute or plan to relocate before starting work (required)

## Job Summary

The Band Administrator is responsible for supporting the vision and goals of Splatsin in directing the overall Splatsin administrative operations.

The Band Administrator is responsible for the overall management and delivery of all Band programs and services. They are responsible to ensure the needs of Splatsin are met in a reasonable, effective, and efficient manner and be guided by Splatsin laws, policies, and procedures.

## Core Competencies

The Band Administrator will embody the following skill sets:

- Strategic Thinking
- Planning and Organizing
- Analytical Thinking
- Time Management
- Critical Thinking
- Problem-Solving
- Ethics and Integrity
- Accountable/Dependable
- Managing Organizational Change
- Communication
- Approachable
- Financial Management
- Conflict Resolution Skills
- Decision-Making Abilities
- Enforcing Policies, Laws & Regulations
- Government relations
- Team Oriented
- Leadership
- Financial management
- Performance Management

### **Job Duties and Responsibilities:**

- Develop, recommend, monitor, and have oversight and control of financial plans, budgets (annual and multi-year), and audits by interpreting and advising on the strategic plan direction, and on the goals and objectives set by the Council.
- Supervise Splitsin Directors and Managers and have oversight of Program Services.
- Conduct job duties in accordance with Splitsin Law, Policies and Procedures and maintain high degree of confidentiality.
- Access and secure additional funding, as available.
- In conjunction with Chief and Council, lead, organize, and participate in on-going community planning, which includes community development, strategic community planning, improving operations and program delivery, land use planning, social and education development and public works and emergency services.
- Work with Department Directors and Leads to foster development of band member staff, including improving recruitment and retention strategies.
- Advise, inform, and liaise with Chief and Council and implement Chief and Council decisions.
- Report to other government departments and agencies, as required, regarding all program-funded areas, including social-services, education, and capital.
- Develop and maintain working relationships with all stakeholders, including the local community and other levels of government.
- Lead in the Development and maintenance of a system of records and archives.
- As needed, research, recommend, develop, implement, enforce, review, and revise upon Chief and Council's approval Band policies and procedures documents. Asset to have knowledge of Splitsin Stsmamlt Services OR equivalent Child Welfare programming.
- Interpret and apply applicable legislation, regulations, and agreements.
- Perform other duties as required but not limited to dispute resolution, crisis management, advocacy, and management systems development and maintenance.
- Foster a positive, safe, and secure working culture, inclusive of all persons, by ensuring employment policies, procedures and practices are current, upheld and clearly communicated.
- Participates in community events, as requested.

### **Desired Education & Experience:**

- A master's degree in business administration or an accounting designation AND 5 years of experience working in a First Nations Band Administration OR;
- A bachelor's degree in business administration, with 7 years direct related experience OR; an equivalent combination of education and experience may be considered.
- Direct knowledge of ISC programs, funding, Health Canada, CMHC, and federal labour laws.

**Please email your resume, cover letter and references to:**

Email: [hr\\_jobs@splitsin.ca](mailto:hr_jobs@splitsin.ca)

A ***Criminal Record Check*** and ***3 References*** are required.

ONLY APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

***According to section 16 of the Canadian Human Rights Act, preference may be given to applicants of aboriginal ancestry.***