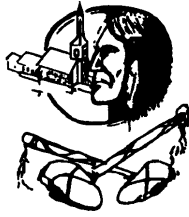


Kingsclear First Nation



Kingsclear First Nation
77 French Village Road
Kingsclear First Nation, N.B.
E3E 1K3
Telephone (506) 363-3028
Facsimile (506) 363-4324

JOB POSTING

Position Title: Director of Operations

Salary: \$65,000 - \$90,000

Anticipated Start: July 18, 2016

Location: Kingsclear First Nation, New Brunswick

Objective

Kingsclear First Nation is seeking a highly motivated individual, with a strong grounding in First Nation culture, a passion for governance structure and the financial success of the community. Supporting the overall operation of the band.

Purpose

The Director of Operations of the Band is responsible for the overall operations and administration of the Band, as well as assisting the Finance Department in maintaining financial control of the Band's financial resources. The Director of Operations will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies and procedures. The Director of Operations is responsible for all financial transactions, programs and services created and implemented by the Band Council, and all staff. The Director of Operation will lead Kingsclear First Nation in the ensuring quality management and delivery of band administration. The Director of Operations will report to the Kingsclear First Nation Chief and Council. And will ensure that regular briefing/updates are provided.

Roles and Responsibilities

- Administer and oversee Band programs and affairs such as but not limited to public works, education, housing, social development, health, recreation, community planning, feasibility studies, contracts, economic development, financial management, Post Secondary, Human Resource, Membership, Band functions, capital reserve improvements, and office services
 - Administer and oversee band finances
 - Implement and oversee Human Resource Policies
 - Advise Chief and Council
-

Qualifications/Requirements

- Post-Secondary degree in Business, background in finance or Accounting
- Proficient to excellent computer skills and various softwares
- Ability to plan, organize, direct and control daily operations
- Excellent communication skills (written and verbal).
- Valid driver`s licence with willingness to travel
- Knowledge and experience working within First Nations communities.
- Knowledge and experience in finance, commercial fisheries, forestry, gaming and retail.
- Knowledge of programs and funding that is available for First Nations
- Knowledge of local, national and global markets
- *Human Resources training or experience is an asset

If you are interested for this position please include the following:

- A detailed cover letter explaining how you meet the position requirements
- An updated resume
- The names/contact information of three work related references
- Two letter of reference.

All above noted information must be received by **12:00 p.m (Atlantic Standard Time) on Thursday, June 30, 2016** to the attention of Shelly Sabattis at the Band Office or by

Email address: shellysabattis@kingsclear.ca

Or

Fax: 506-363- 4324