**EMPLOYMENT OPPORTUNITY**

**BAND ADMINISTRATOR**

The Band Administrator is responsible to the Montana First Nation Chief and Council. The Band Administrator in collaboration and partnership with the Director of Operations and Director of Finance, is responsible for the management and control of the Montana Administration under policies as set out by the Chief and Council. The Band Administrator in collaboration with the Director of Operations and Director of Finance, will have complete administrative authority over all Montana First Nation programs and is responsible for the development and evaluation of the programs and resources. This includes the coordination, providing support and procedures and evaluating programs at all levels of the organization. Must provide supervisory and administrative duties related to the overall dual management of Montana First Nation.

**Qualifications and Requirements**:

* Education in post-secondary in Administration/Business Management or related discipline
* Supervisory and management experience working for a First Nation - minimum of 5 (five) years
* Knowledge of First Nations government and non-First Nation governments, funding agencies, including legislation and policies related to First Nation Inherent and Treaty governance development
* Experience with Proposal Writing, Report Writing and all types of Business Documents
* Administration skills with a working knowledge of general office procedures, regulations, policies, procedures, practices and standards.
* Administration experience with working knowledge of the cultural traditions and resources on reserve and neighbouring communities.
* Must have knowledge of the Montana Cree Nation language, customs and traditions
* Knowledge of Financial Budgeting and audits, records management
* Strong leadership and supervisory qualities with accurate oral and written communication skills
* Knowledge of contracts, agreements and regulations as they relate to the administrative functions and ensure compliance
* Must be willing to travel, therefore a valid driver’s license and reliable transportation is required
* Willingness to work after hours and/or weekends when required to meet the demands of Montana First Nation

**Duties and Responsibilities:**

* Liaise, assist, advise and collaborate with the Montana First Nation Chief and Council, Director of Operations and Director of Finance, Management and Administration Staff, on matters pertaining to the overall Administration policies and operations
* Under the direction of Chief and Council, the Administrator provides leadership to the administration and program departments, including supervising and monitoring all Staff and taking necessary actions when required
* Ensure there is effective and efficient communication with Chief and Council, Administration, Government, Community and other stakeholders
* Develop annual work plans and budgets for the Administration
* Prepare briefing notes, background information, recommendations, formulate proper responses, including interpreting and providing information to Chief and Council on emerging government policies, regulations, reports, funding
* Participate in the development and implementation of goals and objectives for Montana First Nation
* Excellent organizational and time management skills needed to carry out the recommendations and priorities of the Montana First Nation Chief and Council
* Must be able to work with flexibility in a fast paced environment, developing administration, community and communication strategies, engaging the community and
* Chair regular Chief and Council Meetings, Program Director Meetings and Staff Meetings
* Monitoring reporting requirements ensuring compliance
* Must maintain high quality of work and exceptional standards of work ethics, safeguarding the interest of the Montana First Nation Chief and Council and Administration

**APPLICATION DEADLINE: FRIDAY, OCTOBER 15, 2017 at 4:30pm**

Note: Application Screening Process will be administered. Only those selected for an interview will be contacted for a personal interview. Montana First Nation thanks all interested applicants. If you are granted an interview, applicants will be required to provide proof of Education at time of interview. A copy of Driver’s Licence is required at hire

**Submit your Cover Letter, Resume, Criminal Record Check and 3 Employment References to:**

**Montana First Nation – Administrative Manager**

**PO Box 70, Maskwacis Alberta, T0C 1N0**

**Phone: 780-585-3744 ext.226 Fax: 780-585-3264**

**Email: leannelouis@montanafirstnation.com**