



# Lax Kw'alaams Band

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## Job Posting

### Director of Operations

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**Date Reclassified:** June 1, 2017  
**Business Unit:** Administration and Operations  
**Location:** Lax Kw'alaams, British Columbia  
**Reporting to:** Band Administrator

The Lax Kw'alaams Band has an exciting and immediate opening for a full-time Director of Operations. As a key member of the senior management team, this role has the responsibility for the day-to-day planning, directing, managing, and overseeing the activities and operations of the facilities and public works of the Band, Fire Department, Emergency Measures as well as maintenance of buildings and equipment, wastewater collection and treatment, and water production and distribution. Additionally, he/she will coordinate assigned activities with other departments and outside agencies and provide highly responsive and complex administrative support to the Band. The incumbent will support operations and strategic activities by providing effective human resources, training, finances, information technology, and the communications of results to the Band Administrator.

### Responsibilities:

#### Staff

- Recruit, select and provide leadership to staff under his/her direction. Responsible for productivity and cooperation of staff;
- Model productive workplace management practices such as ongoing performance feedback and accountability, full staff participation with delegated responsibility and ownership (work plans);
- Coach and mentor staff; ensure ongoing staff development, cross-training and succession planning;
- Visit work area on an on-going basis to maintain open communication, personal accessibility to all staff and team-oriented environment.

#### Operations

- Cooperate and participate with the Leadership Team;
- Responsible for leadership and productivity of operations within Public Works, Housing and Maintenance with a focus on customer service, productivity, and cost-effectiveness. Ensure a focus on, and a measurement of, successful outcomes rather than outputs;
- Ensure adherence to all policies, procedures, regulations and legislations as defined by Council;
- Participate and act as a leader in the Community's Health and Safety Program by ensuring staff are aware of the scope of the projects. Additionally, community members are informed of all ongoing projects and timelines.

#### Council/Administration Liaison

- Assist, advise, and inform Council, through the Band Administrator, on all municipal public works matters to establish appropriate and well-informed overall policy direction;
- Ensure adherence to the policy direction established by Council for the Public Works Department;

## **Lax Kw'alaams Band**

### Strategic Planning

- Assist and advise the Band Administrator regarding short and long-term operational and strategic planning as it relates to the Public Works Department.

### Customer Service/Public Relations

- Maintain productive public relations at all times and represents the community at various functions, when required.

Note: The incumbent is also responsible for other related duties and responsibilities as required.

### **QUALIFICATIONS:**

#### Education

- A Bachelor's degree from an accredited college or university in Public Administration with major coursework in project management, administration, or finance;
- Possession of a valid BC driver's license.

#### Experience

- At least seven (7) years' of increasingly responsible experience in public sector management, public works maintenance management, or related activity including five (5) years of management and administrative responsibility in a municipal or First Nations community setting;
- Knowledge and experience of First Nations political, governance, and community structures and complex funding arrangements pertaining to programs and services is an asset;
- Knowledge of management principles and procedures and Administrative Law;
- Knowledge of basic accounting and budget preparation;
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, initiative and flexibility;
- Ability to work independently and expeditiously under tight timeframes and competing priorities;
- Superior level of computer literacy, especially word processing, spreadsheets, and presentation software, and research engines and tools;
- Excellent verbal and written communication skills with an ability to communicate complex information and capability for drafting and editing a variety of written reports and materials;
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals in the organization, communities and federal and provincial representatives;
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with senior individuals;
- Perform other duties as requested by the Band Administrator.

### **Classification/Pay Scale**

- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits and pension plan.

### **Submission Deadline:**

- Open until filled.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to [employment\\_resume@laxband.com](mailto:employment_resume@laxband.com). If you require further information, please contact the Band Administrator.