



# Lax Kw'alaams Band

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## Job Posting

### Chief Administrative Officer (CAO)

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<b>Date Reclassified:</b>	<b>November 7, 2017</b>
<b>Business Unit:</b>	<b>Administration and Operations</b>
<b>Location:</b>	<b>Lax Kw'alaams, British Columbia</b>
<b>Reporting to:</b>	<b>Band Council</b>

The Lax Kw'alaams Band has an exciting and immediate opening for a full-time Chief Administrative Officer (CAO) in Lax Kw'alaams. As a key member of the senior management team, this role has the responsibility to provide leadership to a team of professionals and is responsible for implementing the Band Council's vision and goals for the Band.

The successful candidate will have the strategic oversight of the Band's programs and will ensure the department's directors fully execute all aspects of the day-to-day administration of the Lax Kw'alaams Governance, and work with external partners and stakeholders to ensure opportunities for the Lax Kw'alaams community are leveraged in a way that secures its growth and sustainability. With major capital and residential projects underway, you will balance the need to drive opportunities forward while maintaining a high level of service and support to members.

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

#### **Responsibilities:**

- Provide overall leadership to manage the Band in the best interests of Council and Members;
- Hire, develop and supervise the Band's management team including delegation of authority, while holding individual managers accountable for their performance;
- Ensure that the Band's employees, consultants and contractors address, in a respectful and transparent manner, issues and concerns of indigenous peoples, including First Nations;
- Work with Department Directors to develop business cases for proposed investments and business ventures, to be presented to Council for approval;
- Ensure the development of an annual business plan and budget that supports the strategic plan and recommend the plan and budget to Council for consideration;
- Hold department directors accountable in managing the Band's day-to-day business and affairs in accordance with the annual business plan and budget approved by the Band;
- Oversee the Implementation of all policies adopted by Council to ensure maintenance of the highest standards of business conduct and ethics, as well as full compliance with all applicable laws, rules and regulations and the Corporate Disclosure Policy;
- Ensure the efficient acquisition and allocation of the financial, human and other resources required by the Band to implement and achieve its strategic plan and ensure the implementation of effective control, monitoring and performance standards and systems relative to the utilization of all corporate resources;
- On an annual basis, and more frequently as required, identify, and review with Council, the principal business risks associated with the Band's business and design and implement appropriate systems and procedures to monitor, manage and mitigate such risks effectively;

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- Ensure decisions made by the Council are implemented efficiently and expeditiously;
- Provide insight into the development of departmental work plans for achieving the Band's strategic plan goals and objectives;
- Oversight of the financial function including, budgeting process, budget administration, financial reporting, audit and funding agreement administration;
- Perform other duties as requested by the Lax Kw'alaams Band Council.

### **Qualifications:**

#### Knowledge, Experience, Skills & Abilities:

- Knowledge and experience of First Nations political, governance, and community structures and complex funding arrangements pertaining to programs and services;
- Knowledge of management principles and procedures;
- Knowledge of basic accounting and budget preparation; knowledge of Administrative Law;
- 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;
- 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.

#### Education and Experience:

- Master's Degree in Business and/or Public Administration or an equivalent combination of education and experience;
- Minimum ten (10) years' experience at the executive management level working with a First Nations organization, including a working knowledge of First Nations governance;
- Minimum seven (7) years' financial management experience with the full accounting cycle including budget, reporting and audit.

#### License or Certificate:

- Possession of a valid BC driver's license.

#### **Submission Deadline:**

- Open until filled.

#### **To apply:**

We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to:

John Helin, Mayor  
Lax Kw'alaams Band Council  
At: [johnhelin@laxband.com](mailto:johnhelin@laxband.com)