



LYTTON FIRST NATION

P.O. Box 20, Lytton, B.C., Canada, V0K 1Z0, Ph. 250-455-2304

EMPLOYMENT OPPORTUNITY

The Lytton First Nation (LFN) is recruiting a qualified **Housing Manager** to fill a full-time permanent position with the Housing Department, in Lytton B.C. Under the general supervision of the Band Operations Manager, the Housing Manager will oversee operations of the housing program. Some of the tasks include setting budgets and policies, developing proposals, managing renovation and new build expenditures, overseeing occupancy eligibility/operations, developing, and providing reports and/or documentation needed to secure/maintain funding or grants for the LFN housing department.

RESPONSIBILITIES and DUTIES: *Complete Job Description available upon request*

- Administration: Manage the housing department, including updating the job descriptions for the housing staff, organize community meetings, preparing reports and serve as chair of the housing committee
- Planning: Develop the housing plans and housing policy for the community
- Prepare short- and long-term housing maintenance, and capital replacement plans
- Apply technical and housing knowledge
- Oversee all new construction and renovations to ensure the LFN housing is up to code
- Annual housing inspections for health and safety concerns
- Prepare applications for various housing programs
- Develop proposals, bidding tenders and use statistical report to make sound decisions and recommendations
- Financial management: Prepare the budgets and financial forecasts for their LFN housing needs
- Annual budgets must be punctual to be ready for audits on an annual basis
- Monitor costs and expenses to make appropriate decisions.

QUALIFICATIONS:

- Post-secondary education in business administration/accounting/project management or an equivalent number of years of work experience, training or related activity including coordination and senior administrative responsibilities for a First Nation community
- Two (2) to Five (5) years of proven financial accounting knowledge and experience. Knowledge of financial management systems, through understanding of the principles and practices of budget preparation, financial planning for multi-year activities, processes for purchasing and the maintenance of records and administration
- Ability to work independently without supervision and in a team environment where mutual support is essential
- Able to deal with individuals in varying situations where complex, high pressure, difficult decisions, or emergencies may occur
- Interact with others in a tactful, compassionate, and sensitive manner
- Knowledge of sound principles of project management
- Ability to provide effective leadership through management, supervision, and direction to facilitate a comprehensive community infrastructure maintenance and operation program
- Ability to analyze and assess complex programs, policies and operational needs and make appropriate adjustments to ensure effective service delivery
- Ability to identify and respond to sensitive community, organizational issues, concerns, and needs
- High level of competency in computer software including MS Office - Word and Excel
- Effective verbal, written and presentation communication skills
- Ability to be organized, and have a good filing system
- Ability to establish rapport with people of all educational and occupational backgrounds
- Acceptable RCMP record check required
- A valid BC Driver's license is required.

SALARY: Will be based qualifications, knowledge, and experience

POSITION STATUS: Full-Time Permanent Position and subject to a six (6) month probation

APPLICATION CLOSING DATE: Open until filled

For further information please contact:

Band Operations Manager

Apply with cover letter, resume, and current references to:

jobs@lfn.band

ATTN: Band Operations Manager

Mail to: PO Box 20, Lytton BC V0K 1Z0

Please note only shortlisted applicants will be contacted