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| Job Title: | Band Administrator | Job Category: | Administration |
| Department/Group: | Louis Bull Tribe | Job Code/ Req#: | |
| Location: | Louis Bull | Travel Required: | yes |
| Level/Salary Range: | To be determined | Position Type: | Full-time 6 months' probation |
| HR Contact: | Jeff Raine | Date Posted: | July 27, 2022 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | September 27, 2022 |
| External Posting URL: | www.louisbulltribe.ca | | |
| Internal Posting URL: | Internal Posting URL | | |

Applications Accepted By:

FAX OR EMAIL:

780-585-3799 (fax) or jeffr@louisbulltribe.ca
 Subject Line: Band Administrator position

MAIL:

Admin dept
 Company Name
 P.O Box 130
 Maskwacis, A.B, TOC-1N0

Job Description

ROLE AND RESPONSIBILITIES

- Under Direction of the Louis Bull Tribe Chief and Council, the Band Administrator; implements and maintains Programs and Services along with Policies and Procedures that have been developed by Louis Bull tribe. Exercise control of Tribal Policies to further safeguard the interests of the membership and employees. The Administrator shall supervise the work of all senior management team and provide leadership and training in all aspects of Louis bull Tribe.
- Knowledge of social attitudes and economic conditions of the tribe is important. Judgment is required in determining the needs and requests of the membership in conjunction with policies and budget provisions.
- The Administrator must promote and initiate the participation of staff in their development and have knowledge of their organizational affairs.
- Administrator must be able to take control of tense situation and discuss staff grievances objectively. The position requires open communication with departments, members, and outside agencies.
- Administrator shall not sit on any outside committees or boards as a member and must have working knowledge of the Indian Act and other regulations pertinent to administrative procedures.
- Advises Leadership on matters of policy, procedures, and criteria by:
 - Overseeing drafting of legislation or by-laws for approval by Chief and council
 - Overseeing drafting of regulations and criteria related to programs for chief and council approval
- Coordinates Louis bull tribe programs to meet the objectives and goals of the chief and council in their provisions of services and benefits to membership by:
 - Establishing regular Senior management meetings
 - Ensuring that programs collaborate with each other.
- Arranging coordinating the discussion and resolution of program issues with Chief and Council, Senior managers as required.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Post-Secondary education or equivalent experience.
5 years management experience at a senior level performing responsible general administrative work with knowledge in finance and personnel administration.
Must have excellent inter-personal and communication skills and must be capable of working independently.
Must be proficient with modern office equipment and software
Knowledge and understanding of Cree culture
Must submit a Criminal Record Check with no criminal record
Must have valid driver’s license
Must have reliable transportation
Must be bondable

PREFERRED SKILLS

Communicate effectively both verbal, and written.
Persuasion and negotiation of conflicts and problems; assessing operational program, staffing and fiscal needs.
Interpreting legal documents and government policy and regulation
evaluating fiscal financial reports, forms, and dates; analyzing complex written documents
Identifying and resolving administrative problems
Working long irregular hours, under high pressure conditions
Delegating responsibility and achieving results, and maintaining order in an environment of changing priorities

ADDITIONAL NOTES

The job specifications should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date/Time: | |