

Leq'á:mel First Nation
Job Description

Band Manger :

Reports To: Band Administrator and Council

The Band Manager subject to its policies and regulations, jointly Administers the affairs and programs of the First Nation with the Band Administrator.

Duties:

1. Administers the **affairs and programs** of the First Nation including:
 - Infrastructure: public works, Utilities & Community facilities
 - Housing: Individual, Social Housing, RRAP, Renovations, etc.
 - Community planning
 - Financial management
 - Lands & Trusts
 - Membership
 - Vital statistics
 - Economic Development
 - Trailer Parks
 - By-law Management
 - Office Management
 - Personnel
 - Committees
 - Education: Elementary and Secondary
 - Fishing: Project Management
 - Projects
 - Health
 - Culture & Recreation
 - Projects

By:

- a) Implementing decisions and policies of the Council.
 - b) Submitting recommendations for the efficient operation of all departments, programs and activities.
 - c) Ensuring monthly reports from Council, Administrator, Trailer Park Manager, Band Manager and any other supervisor are collected by the 5th of each month and are included with meeting minutes that are distributed to membership.
2. Advises the **Council and its Committees** on matters under their control and direction by:
 - a) Attending Council meetings and Committee meetings upon request with the authority to speak, but not to vote. (Exception: In the case where the Band Manager is also a Council member the vote is permitted.)
 - b) Submitting recommendations for amending or implementing First Nation services, policies and programs.
 - c) Ensuring the performance of contracts and agreements to satisfy herself that conditions are met and reporting to Council.

- d) Providing Council and its Committees with background material research and information to enable the Council and its Committees to make sound decisions.
 - e) Liaison with all membership appointed committees.
 - f) Supervising the preparation of agendas, minutes, and by-laws for Council and Committee meetings.
 - g) Liaison with the membership.
3. Administers **finances** of the First Nation which is under Council control by:
- a) Submitting recommendations related to sound financial management including financial regulations.
 - b) Ensuring the preparation annually, of an estimate of all revenues and proposed expenditures under Council. (Budget Process)
 - c) Ensuring preparation of a five-year capital works budget. (P.D.P.)
 - d) Presenting monthly, comparative financial statements.
 - e) Implementing a budgetary control system. Assisting all departments, budget monitoring and auditing.
 - f) Recommending adjustments to the budget from time to time.
 - g) Ensuring that all requirements for the annual audit are met.
 - h) Ensuring the exact recording of all financial transactions. Reviews the general Ledger listings.
 - i) Authorizing the expenditure of monies and the acceptance of tenders or contracts for items within the approved budget, without prior Council approval to an amount not exceeding \$1,000.00 and with prior Council approval greater that \$1,000.00.
 - j) Reviewing contracts and tenders.
 - k) Maintaining the computerized accounting system.
 - l) Monitoring the accounting department systems and procedures to carry out their functions efficiently and effectively.
 - m) Ensures that the accounting department complies with all standards, policies and regulations.
 - n) Administers the First Nations Benefits program.
 - o) Ensuring that Council's policies and programs are publicized.
 - p) Maintain an up to date knowledge of all additional funding sources. Writing and submitting program funding proposals. Assisting other departments.
4. Administers the required **staffing** and the development of staff necessary for prompt and efficient operation of the policies, programs and activities of the Council and Committees by:
- a) Implementing and recommending personnel policies, personnel requirements, working conditions, recommending salaries, wage scales, fringe benefits and budget source with Council approval.
 - b) Implementing both on and off the job training programs.
 - c) Recommending and implementing the recruiting, hiring, discipline and firing of personnel in accordance to personnel policies.

- d) Ensuring maintenance of adequate personnel records, including job description, employee agreements and performance reviews in accordance of personnel policies.
5. Acts as **liaison and public relations officer** in matters of administration by:
- a) Meaningful contacts and dialogues with officials of the federal, provincial and municipal governments, First Nations and organizations and other agencies.
- b) Ensuring representation on outside Committees:
- Sto:lo TESSI Committee
 - Sto:lo Technical Committee
6. Administers the Elementary/Secondary program:
- The annual nominal roll report to INAC
 - Assign a clerical temp to gather the student statistics for reporting
 - Receive attendance reports
 - Inform students with any incoming education information
 - Organize the tutoring program
7. Oversee and administer the Computer and Software systems.
8. Maintain an up to date and accurate filing system. Ensure there is a universal filing system for all departments.
9. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
10. At the end of the workday the work station must be tidy. (To allow janitors to dust.)
11. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Administrator or Council.
12. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Administrator or Council.
13. Conduct all other relevant duties as requested by the Administrator or Council.

Employee

Date