



## RAINY RIVER FIRST NATIONS

### MANAGER OF ADMINISTRATION

### JOB DESCRIPTION

#### OBJECTIVE

Under the direction of Chief and Council, the Manager of Administration is responsible for planning, directing, implementing and evaluating the organizational and administrative activities of the First Nation. In conjunction with other program managers, the Manager of Administration coordinates and directs proactive strategies to effectively address community needs.

The Manager of Administration will liaise with Chief and Council, program managers, staff, community members, the general public, funding agencies and government representatives or institutions.

#### QUALIFICATIONS AND REQUIREMENTS

- Successful completion of a Bachelor in Commerce or Business Administration or equivalency;
- Must have previous experience with program management, human resources management, financial administration, budget development and policy analysis;
- Must have a good understanding and respect for the Rainy River First Nations' culture, traditions, practices and lifestyles;
- Must have an understanding of relevant legislation, policies and procedures relating to First Nations governance;
- Must possess excellent communication skills, both oral and written;
- Must possess tactful interpersonal skills;
- Demonstrated competency with computers and various software programs;
- Must be able to set priorities and avoid crises management.

#### SKILLS AND ABILITIES

- Ability to maintain diplomacy, discretion and respect when liaising with Chief and Council, other managers, community members, contractors and external agencies;
- Ability to direct and organize a team;
- Possess positive interpersonal relationship skills;

## **SKILLS AND ABILITIES (continued)**

- Must possess the ability to address problems, concerns or complaints by maintaining proactive relationships in order to achieve a high rate of satisfaction;
- Must have the ability to promote organization and individual successes through ongoing support, encouragement, empowerment and effective teamwork to enhance staff loyalty and productivity;
- Must be able to respond to the needs of others through effective communication, mutual respect and consistent follow through in order to generate trust and enhance personal effectiveness;
- Must promote individual and organizational integrity by exhibiting ethical behaviour to maintain high standard for the organization.

## **DUTIES AND RESPONSIBILITIES**

- Develop, review or revise policies as necessary or as directed and submit to Chief and Council for review and approval;
- Implement policies and decisions made by Chief and Council;
- Organize and chair monthly management team meetings, to ensure effective and efficient operation of the First Nation;
- Organize and co-chair finance committee meetings;
- Organize and chair monthly staff meetings;
- Recommend training programs;
- When requested, provide communication from Chief and Council to the community or other program managers;
- Supervise staff as directed;
- Conduct annual staff performance reviews, which will include a review of job descriptions;
- Ensure that Chief and Council are provided with monthly financial statements and highlight any discrepancies or areas of concern regarding finances;
- Ensure that all required documentation and reports for all agencies, organizations and government departments are prepared in a timely manner;
- Review all incoming mail and distribute appropriately;
- Prepare and monitor annual work plan and budget;
- Assist other program managers in developing annual work plans and budget development;
- Ensure that all contracts prepared by the First Nations are adequately negotiated and administered;
- In conjunction with the Finance Officer, supervise the preparations for the annual audit;

## **DUTIES AND RESPONSIBILITIES (continued)**

- Submit a written report to Chief and Council on a monthly basis and attend all general band meetings and other meetings as requested;
- Review organizational procedures and make recommendations for improvement;
- Direct and control corporate governance and regulatory compliance procedures within the First Nation for various funding agencies;
- Participate in the recruitment and selection of staff as required;
- Formulate an effective strategic plan by analysing the environment and gaining leadership consensus on the organization's direction in order to maximize success of the First Nation;
- Perform other related duties as assigned by Chief and Council.

## **CONTINUING STUDY/TRAINING**

Personal development and other training may be required from time to time and will be done as required or instructed by Chief and Council. Training may include but is not limited to the pursuit of continuing education to enhance professional competence.

## **TERMS AND CONDITIONS**

- Must be in compliance with Rainy River First Nations' drug testing policy;
- Must provide a Criminal Background Check that is satisfactory to Rainy River First Nations;
- Must have a valid Driver's License and vehicle access or reliable means of transportation to and from work;
- Must maintain strict client confidentiality and abide by the Rainy River First Nations' Personnel Policy;
- Must sign and abide by Oath of Confidentiality;
- Ability to work flexible work hours, which will include evenings and weekends.

## **EVALUATION**

The Manager of Administration shall be evaluated by Chief and Council upon completion of the probationary period and all other evaluations will be conducted at least annually.

## ACKNOWLEDGEMENT STATEMENT

I have read and understand the content of this Job Description. I further understand that this Job Description is subject to change at any time and that I will be informed immediately of such changes.

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Manager of Administration

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Date

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Chief (or designate)

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Date