Liard First Nation
Executive Council Office

Job Description

Position:	Associate Executive Director (developmental position)
Department:	Executive Council Office
Supervisor:	Executive Director
Type:	Full-time, 2-Year Term – with possibility of extension
Salary:	$116,300 to $145,400 per annum (depending on qualifications)

Job Summary

Reporting to the Executive Director this position will support the Executive Director in their responsibility for driving the long-term strategic vision and goals of the Liard First Nation (LFN) Chief and Council, for the internal administrative management of the First Nation, and its community and intergovernmental affairs. This position assists in building and support administrative capacity to advance LFNs goal of transition to self-government. As a leader-in-training within the organization, the incumbent will act as a role model and will undertake both formal and informal training as defined by the Executive Director, with the goal of expanding their capacity to be able to take on the full role of Executive Director in the future.

Primary Duties

As the position acts in a supportive capacity to the Executive Director, the following duties of the Executive Director may be assigned in full or in part, from time to time at the Executive Director's discretion:

Supports and works closely with LFN's Chief and Council by:

- Assisting in the development and implementation of Liard First Nation's strategic plan.
- Working with Senior Managers to develop departmental work plans in alignment with the strategic plan.
- Working with LFN's Chief and Council to ensure operational goals are achieved.
- Providing guidance and assisting with interpretation of policy to LFN's Chief and Council to facilitate the best decisions on large scale projects.

Oversees, supports, and advances Liard First Nation work in the following four (4) divisions: Intergovernmental Affairs; Community Services; Lands, Capital, and Housing; Finance and Administration. This includes:

- Develop an understanding of industry stakeholder and other First Nation priorities.
- Provides regular updates to LFN Chief and Council regarding status of projects.
- Implements policies, decisions, and regulations, and makes recommendations for the efficient operations of all programs and services.

- Ensures all departments are following internal policies and external legislation.
- Monitors and evaluates departmental performance to ensure goals and objectives are met.
- Advises LFN Chief and Council regarding solutions for issues facing service delivery initiatives and seeks approval for solutions when necessary.
- Communicates and supports departments with new project initiatives.
- Handles community relations that arise and delegates or directs to the appropriate staff member or Council member.

Provides Leadership to the Management Team and Staff:

- Manages and provides leadership to the Management Team and staff, keeping apprised of day-to-day activities and overseeing operational work plans; ensures individual, departmental, and organizational objectives are achieved.
- Ensures that departments have the capacity to achieve their goals.
- Trains, mentors, and coaches the Management Team.
- Working with the Management Team, ensures that future needs of LFN are identified and managed through succession planning and development of staff.
- Motivates all staff by leading by example.
- Provides ongoing communication about LFN's direction and goals. Ensures roles are clearly defined and understood.

Overall management of finances, including the operating budget:

- Ensures Council is fully informed for financial accountability.
- Ensures Council is provided with relevant and timely financial information and statements as directed by the Financial Administration Laws and interprets financial information upon request.
- Works with Management Team to seek and obtain funding for special projects.
- Leads the Management Team to develop budgets for the Administration.
- Monitor's revenues and expenses to ensure targets are met as related to the approved budget.
- Ensures organizational and financial risks are mitigated and seeks assistance when required.

Knowledge, Skills and Abilities

Education:

- Bachelor's degree in First Nations studies, Business Management, Public Administration or other relevant field from a recognized post secondary institution is an asset.

Experience:

- 5 - 10 years' directly related experience including management experience in a public service or First Nation service delivery environment.
- Experience managing budgets.

- Experience writing detailed reports and briefing notes to senior officials and/or various forms of government.
- Knowledge of the Kaska people, traditions, teachings, and culture is an asset.

Knowledge and Skills:

- Excellent interpersonal and relationship-building skills
- Strong verbal and written communications.
- Ability to work effectively with senior levels of First Nations including Chief and Council, Provincial/Territorial and Federal governments to effectively support and advance First Nation interests.
- Ability to work respectfully, objectively, and effectively with a wide range of people of different cultures, in potentially volatile and emotionally charged situations.
- Strong analytical and problem solving skills.
- Strong work ethics, good judgement and the ability to work well in a team environment.
- Knowledge of Liard First Nation and Kaska history, culture, traditional territory, and demographics.
- Tact, intuition and diplomacy.
- Financial management skills: funding, budget management and reporting, contracts and partnerships.
- Strong leadership skills and the ability to lead and develop the performance of others.
- Good computer skills with MS Office (Word/Excel/PowerPoint/Outlook) and internet.

Decision Making

This position is responsible to Executive Director and ultimately to Chief and Council and Liard First Nation Members. The incumbent can work independently and takes initiative on assigned responsibilities, within established policies, procedures, objectives, and priorities. Decision-making is required on a day-to-day basis, for drafting procedures and policies where none exist, setting work priorities, ensuring financial procedures and practices are followed. Decision-making required in long-term planning, communicating with senior leaders, and determining which recommendations are forwarded to Chief and Council is referred to the Executive Director.

Impact/Accountability

This position is accountable for compliance with legislation, directing strategic planning, , ensuring expenditures adhere to the terms and conditions of funding agreements and do not exceed budget and revenues, and enforcing standard operational policies and procedures. Proper administration of assigned programs is critical to the well-being of Liard First Nation members.

Working Conditions

The position works in an office environment and may be required to travel in and out of territory and respond to critical incidents outside of work hours. Some overtime and weekend work may be required. The position mediates, de-escalates, resolves, intervenes, and provides solutions through face-to-face contact and meetings. This position works with a high number of clients experiencing critical incidents and who are under extreme emotional stress.

Conditions of Employment:

- Must provide criminal record check prior to employment.
- Able and willing to work variable shifts, including evenings and weekends.
- Willing and able to travel.

Approved by:

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Executive Director

I understand the above as representative of the duties I will perform in this position.

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Employee