



Chief Administrative Officer

Yaqit Pa'knuqti'it (Tobacco Plains Band) is a rural First Nations community located near Grasmere BC in one of the most beautiful and natural parts of British Columbia. We have an exciting opportunity for a knowledgeable, dedicated, enthusiastic person to fill the role of Chief Administrative Officer.

The Chief Administrative Officer (CAO) is the senior management position for the Tobacco Plains Community, servicing 150+ Band members on and off reserve. The CAO's mandate is provided by the Band Council.

The CAO provides the direction, guidance, leadership for Community to realize its Vision in relation to Ktunaxa culture, social programs, lands and resources, economy and economic investment.

The CAO leads the process that sets operational goals, objectives and strategic plans that support achieving the Community's Vision.

This position ensures that all departments and staff are progressing towards the Community Vision, according to plan and in compliance with fiscal and legal regulation.

Responsibilities Include:

Included within the scope of the CAO's responsibility are a wide variety of service and business functions (educational, social, financial, health & wellness, lands &

resources, entrepreneurial) with the requirement to be knowledgeable in every area.

The CAO leads a multifaceted team of professionals involving several distinctly different functional departments. As Senior Manager the CAO is responsible to review departmental work plans, to approve annual priorities, and ensure compliance with internal and external requirements, including reporting, on their various initiatives.

The CAO provides governance, protects the Band's assets with integrity and creates an infrastructure at the community level that will position the Band to make the optimal use of opportunity through the application of its human, capital and financial resources.

The CAO is a key contributor to building the capacity of the community so that it will be well positioned to implement the additional powers and authorities negotiated through self-government.

The CAO is accountable for delivering, through department managers, a high quality of services, by planning for programs that directly address community and social problems, and by contracting for programs and services that will provide the community with economic, cultural and/or social benefits.

The CAO is responsible to influence and move the community to a more prosperous, self-sufficient future through the establishment of an integrated organization that makes optimal use of financial, human and other resources.

The CAO is empowered to lead the community's long term strategic planning process, helping create a plan for and by the people as a framework for all future direction. This position is also empowered to generate the means and the creativity that will be needed to continue to build and realize the Community vision and to deploy or to source the necessary resources.

The CAO holds in care the life and the lives of the Community; its safety, livelihood, capacity and wellbeing for now and for the future; the well-being and safety of staff and the capacity building of staff; the finances of the community, ensuring there are enough resources to meet and exceed costs; and the Real Property of the community, including all Band Buildings and assets.

This position is expected to provide briefings for Chief and Council, analyzing potential risk, presenting options or scenarios, partnership/venture opportunities, budgetary impact, etc.

The CAO is self-directed and formulates plans and priorities within the broad parameters of the aims, goals and vision of the Chief and Council, the community and the Nation.

SKILLS

Excellent analytical, organizational and problem-solving skills. Must be able to problem solve daily and respecting multiple, concurrent projects/initiatives.

Excellent people skills and communication skills. Must have demonstrated capability to effectively manage and supervise people in a wide variety of specializations.

Strong knowledge of Ktunaxa culture, or interest in developing this knowledge,

EDUCATION and EXPERIENCE

Master's degree or equivalent related education and experience.

Several years experience in a management capacity

Experience in a First Nations governance position is preferred

We have a mandatory COVID-19 vaccination policy for all employees. This policy requires all employees to be fully vaccinated against COVID-19. If selected for employment, you will be required to provide proof of vaccination by providing a copy of your BC Vaccination Card Passport with the QR code.

All applications welcome. Preference will be given to Yaqit ʔa·knuqʔit members and Ktunaxa applicants.

Please send your resume, and a cover letter to:
Email: hr@tobaccoplains.org

Or mail to:

Human Resources
Tobacco Plains Indian Band
PO Box 76, Grasmere BC V0B 1R0
Att: Chief Administrative Officer posting

This competition will remain open until a suitable candidate is found