



Manager

MLIB Reserves and Traditional Lands Stewardship

McLeod Lake Indian Band operates an office in McLeod Lake that oversees the stewardship of some 20,000 hectares of McLeod Lake Indian Band Indian Reserve lands and an office in Chetwynd that reviews and recommends disposition of lands used by industry within the 105,000 square kilometre traditional territory of McLeod Lake Indian Band.

Manager Job Responsibilities:

Accomplishes department objectives by managing staff, planning and evaluating department activities, and communicating with the Band Administrator, Council and MLIB members. The Manager will report directly to the Band Administrator but will also take direction from the Lands Management Board.

Manager Job Duties:

- Manages staff by recruiting, selecting, orienting, and training employees; maintains a safe, secure, and legal work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes, and presenting the plan for review by Chief and Council and the Membership.
- Accomplishes financial objectives jointly with the Chief Financial Officer by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Maintains quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Specific duties related to the management of MLIB Reserve Lands include the management and implementation of MLIB's Land Management Code and directing the lands staff to be engaged in such topics as taxation, zoning, building permits, enforcement, mapping, leasing and other activities required to meet the spirit and objectives of MLIB's Lands Management Code.

Specific duties related to the management of Traditional Lands include the management and direction of officers engaged in traditional land use and project review including the oversight of oil and gas, hydro, mining, tourism and other proposed alienations of Traditional Lands by

industry, advocating for sound environmental review and seeking benefits to MLIB from the exploitation of resources and opportunities.

Manager Skills, Qualifications and Requirements:

The Manager will have a broad range of skills including:

- The ability to supervise and motivate staff to meet the objectives of the department; including skills in coaching, supervision, quality management, teamwork, and discipline.
- The ability to manage the funds and human resources to ensure the best results for MLIB.
- Excellent oral and written communication skills. Using these skills, to communicate the aspirations and accomplishments of MLIB to industry, government, other First Nations, Council, and MLIB Membership in Common.
- The ability to inform, engage, and inspire MLIB Membership in Common in the stewardship of Reserve and Traditional Lands.
- The ability to make decisions using tact and good judgement in dealing with sensitive and complex issues.

The manager will have wide knowledge including:

- Knowledge of the values, culture and aspirations of McLeod Lake Indian Band.
- Knowledge of the governance of lands.
- Knowledge of industry commonly engaged within the traditional territory including forestry, mining, electricity, and tourism.
- Knowledge of environmental standards and processes, both provincial and federal.
- Knowledge of managerial techniques and labour standards.

The manager will meet the following requirements:

- Have a valid British Columbia Drivers' Licence;
- Be proficient in the use of Microsoft Word, Microsoft Excel and other computer programs specific to the management of land data bases; and,
- Have post-secondary education or an equivalent of education and experience related to the management of lands and human resources.

The position will require frequent travel between McLeod Lake, Chetwynd, Prince George, and Vancouver. The manager will divide his or her time 60% or more in Chetwynd and the balance at the McLeod Lake office. The successful candidate will be expected to drive in winter and to use commercial aircraft as necessary.

The position will take direction from the Land Management Board on reserve land matters and will report to the Band Administrator for all activities.

The qualified candidate may be required to undergo pre-employment drug and alcohol screening, as well as RCMP criminal records check.

Interested qualified applicants should forward a cover letter and resume to:
Human Resources Dept.
McLeod Lake Indian Band
General Delivery, McLeod Lake, BC V0J 2G0
E-Mail: hrdept@milib.ca
Closing Date: Until Filled

Note: No Phone Calls Please. Only those short-listed for an interview will be contacted.

