



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

**Job Posting**

**October, 2022**

**JOB TITLE: Land Management Coordinator**

<b>JOB TITLE:</b>	Land Management Officer	<b>DEPARTMENT:</b>	Land Management
<b>REPORTING TO:</b>	Lands & Stewardship Director	<b>TERM:</b>	Full-Time
<b>START DATE:</b>	Immediately	<b>DEADLINE:</b>	

## **JOB SUMMARY:**

The Land Management Officer reports to the Lands & Stewardship Director, this position is responsible for managing McLeod Lake Indian Band (MLIB) lands, liaising with other governments regarding reserve lands, and using administrative systems for land-related business.

## **RESPONSIBILITIES:**

- Administer the MLIB Land Code and related policies and procedures to regulate the land use.
- Evaluate land use and developing protection policies, legislation and regulations.
- Negotiate terms and conditions of land use activities by applicants.
- Submit reports to third party partners as required.
- Keep informed with trends, techniques and issues in land management.
- Initiate changes or recommending changes and courses of action to direct report.
- Participate in policy reviews, symposiums, activities and/or meetings.
- Create and maintain systems to record all legal interests in MLIB lands.
- Develop and implement systems and procedures for all types of land transactions, including ownership transfers, leases, rights of ways, resource extraction permits.
- Recommend laws required to carry out band policies.
- Communicate with members, individually and at community meetings, about activities, finances, and proposal.
- Administer and implement:
  - *McLeod Lake Indian Band Land Code*
  - *McLeod Lake Indian Band Matrimonial Real Property Act*
  - *McLeod Lake Indian Band Property Taxation Law*
  - *McLeod Lake Indian Band Property Assessment Law*
  - *McLeod Lake Indian Band Annual Rates Law*



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➤ *McLeod Lake Indian Band Annual Expenditures Law*

- Handle member enquiries about land.
- Develop budget for land administration.
- Provide leadership to land use planning and evaluation.
- Establish work priorities and delegate workload if needed.
- Ensure registration of all interests.
- Interpret land documents.
- Maintain files on lands.
- Draft land band council resolutions and agreements.
- Other related duties as assigned by the Lands & Stewardship Director.

## **QUALIFICATIONS AND EXPERIENCE:**

- Negotiating and mediation skills.
- Excellent verbal and written communication.
- Relationship building skills with internal and external stakeholders.
- Working knowledge of Microsoft Excel, Word, Outlook PPT, FNLRS and Adobe PDF
- Certificate in Tax Administration preferred.
- Certificate in Lands Management preferred.
- Minimum of three to five (3 to 5) years of experience in lands management including:
  - Band history of land transactions.
  - Contract law and management.
  - Framework agreement, Transfer agreement, Land Code and associated federal legislation on First Nations Land Management.
  - Land Registry practices and policies.
  - Financial planning.
- Previous experience working in a First Nations community and/or organization is preferred.
- An understanding of relevant federal, provincial and local legislation, policies and procedures.
- An understanding of the northern BC cultural and political environment an asset.



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## **HOW TO APPLY:**

A competitive rate and benefits package is offered. Further information can be obtained at [www.mlib.ca](http://www.mlib.ca). Interested applicants should apply at their earliest convenience with a resume and cover letter to the attention of the Human Resources Advisor. Please reference "Land Management Officer" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

**APPLICATION DEADLINE:** until filled

Interested candidates are required to submit a resume in confidence to:

**McLeod Lake Indian Band**

Attention: Doreen Tiller, HR Advisor

#61 Sekani Drive

McLeod Lake BC V0J 2G0

E-mail: [hrdept@mlib.ca](mailto:hrdept@mlib.ca)

Fax: (250) 750-4420

***This posting will remain in effect until filled***