

Lubicon Lake Band #453

**Box 1351
St. Isidore, AB
T0H-3B0**

Phone: (780) 629-2356 Fax: (780) 629-2473

EMPLOYMENT OPPORTUNITY

Job Title: Assistant Operations Manager

The Assistant Operations Manager role is responsible in helping to assist in the day to day planning, directing and operating activities; to improve the performance and productivity of Band Operations. The Assistant Operations Manager role is ideal for someone who is a strong and developing leader and has a focus on achievement, people development and progress. The successful candidate must be motivated and have a strong ability to be mentored, coached and is willing to help the development of the staff on administrative processes and best practices.

General Responsibilities:

- Ensure the programs are administered according to funding guidelines and that all reporting be completed as required by funding agreements;
- Ensure that all dealings within band operations is done in a fair and equitable manner considerate of all members;
- Ensure that staff hiring, monitoring, supervision, evaluation and discipline is carried out according to the Policies and Procedures as ratified by Chief and Council; and all personnel matters are approved by Chief and Council;
- Ensure that financial matters are monitored according to policy and Council directives;
- Provide written and verbal briefings and reports as required;
- Communicate and liaise on behalf of the Operations Director as directed;
- Assist in coordinating Council meetings and/or Public Meetings and acting for Chief and Council in their absence, as directed;
- Make recommendations to the Operations Director on policy questions, plan, organize and determine the day to day direction and activities according to decisions and policies determined by Operations Director;
- Act as the liaison between Operations Director and administrative staff in the Administration and the Band owned companies;
- Uses judgement and decision making as it pertains to the job;
- Provide input to the team members Administration;
- Is responsible for the Administration of all programs, special projects and Band owned companies;
- The assistant Operations Manager will be responsible to provide support in the supervision of all staff members, and may delegate that authority to a Program Manager as circumstances dictate;
- Responsible for ensuring supervision are on target with program and project budgets, providing coaching and creating action plans as needed;
- Other related duties as necessary.

Qualifications:

- Must be able to take critiquing from time to time;
- Must possess patience and tact as the assistant will be dealing with employees, supervisors, community members and other pertinent members;
- Must possess ability to deal with multiple priorities at one time and be organized;
- Effective written and verbal skills;
- Ability to create a culture of teamwork within organization;
- Must be proficient in Microsoft Word, Excel, PowerPoint and other related computer programs;
- Ability to speak Cree is an asset;
- Good organizational and time management skills;
- The ability to demonstrate professionalism;
- Keen sense of initiative;
- Writing effective policies;
- Valid drivers and reliable vehicle for out of community meetings;
- Clerical and administrative support experience;
- Professional attitude with an aptitude for success;
- Fully understanding of Freedom of Information and Protection Act (FOIP);
- Personal integrity and the ability to maintain confidentiality;
- The ability to work independently or as a part of a team;
- Strong self-motivation with ability to multitask;

Wages: Dependent on qualifications and experience.

About Lubicon Lake Band #453

This position is located at the Lubicon Lake Band Office in Little Buffalo, Alberta. Normal working hours are from 9:00 am – 5:00 pm Monday to Friday. Travel and working on weekends and evenings may be required.

How to Apply

Please drop off or send cover letter & resume to:

Marina (Casper) Gladue, Executive Assistant,
Lubicon Lake Band Office or
fax at (780) 629-2473 or
email: marina.gladue@lubiconlakeband.ca.

***Deadline to apply Friday May 24th 2024
No late applications will be accepted.***