



## Lubicon Lake Band #453

**Box 1351**  
**St. Isidore, AB T0H-3B0**  
**Phone: (780) 629-2356 Fax: (780) 629-2473**

### EMPLOYMENT OPPORTUNITY

**Job Title: Operations Manager**

The Operations Manager role will effectively be responsible for the day to day planning, directing and operation activities to improve the performance and productivity of Band Operations. The Operations Manager role is ideal for someone who is a strong and developed leader and has a focus on achievement, people development and progress. The successful candidate must be motivated and have a strong ability to mentor, coach and develop 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 administrative sector of Lubicon Lake Band is done in a fair and Impartial, 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 Chief and Council 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 Chief and Council on policy questions, plan, organize and determine the day to day direction and activities according to decisions and policies determined by Chief and Council;
- Act as the liaison between Chief and Council and administrative staff in the Administration and the Band owned companies;
- Will assist with and, per direction by Chief and Council, act as the Lubicon Lake Band contact with other First Nations, the Tribal Council, other Aboriginal organizations, various federal and provincial government departments, including Aboriginal Affairs and Northern Development Canada, the Alberta Government and the M.D;
- Act as the representative of Lubicon Lake Band to its financial institutions and other parties as required;
- Uses judgement and decision making as it pertains to the job;
- Provide input to the team member Administration;

- Is responsible for the Administration of all programs, special projects and Band owned companies;
- The Operations Manager is responsible for 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 budgets, providing coaching and creating action plans as needed;
- Other related duties and necessary

#### **Qualifications;**

- Must possess patience and tact dealing with employees, supervision, community members and other pertinent stakeholders;
- 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
- A Degree or Diploma from a recognized post secondary institution in Business Management and Administrative Studies is preferred; **however**, related experience may be considered
- 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 via fax at 780-629-2473

Or email: [marina.gladue@lubiconlakeband.ca](mailto:marina.gladue@lubiconlakeband.ca)

**Submit resume on or before: Friday June 14th, 2024.**

**No late applications will be accepted.**