



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

## Position Information

Position: General Manager  
Position ID: A-2201  
Supervisor: Saik'uz Chief & Council  
Hours: Full-time  
Wage Range: Experience and education dependent  
Start Date: Immediate

## Job Summary

The General Manager provides overall leadership for the implementation and delivery of programs and services for the benefit of the membership and community. He or she shall delegate some of the functions to staff members who are qualified to undertake them with a specific job description. Responsible to hire outside expertise as required or necessary recognizing budget limitations. Approval by the Chief & Council in a regularly convened council meeting will be necessary for large expenditures.

## Essential Duties & Responsibilities:

- **Policy:** Developing policies, procedures, and bylaws for the review and approval of Chief & Council; ensure staff follows policies; develop and draft policies, and bylaws for council; implement policies and bylaws; be concerned with legal liability and compliance; keep up-to-date with changing policy; be familiar with all relevant policies, and be able to make decisions about policy updates and changes—overview of basic knowledge; interpret applicable legislation (e.g., Indian Act, labour code, legislative tools, labour standards, etc.) and understand/interpret contribution agreements.
- **Financial:** Financial management of the Saik'uz First Nation's resources: authorize expenditures—write cheques; ensure proper financial management (e.g., funding agreements), secure funding; develop budgets; maintain internal control and prepare regular reports on Saik'uz First Nation and financial position. Prepare and submit possible consequences with appropriate recommendations.
- **Council:** Preparing materials and reports in support of band council operations; advise/inform the council and community; prepare for council meetings with consultation from the Chief & Council; implement council decisions; liaise with the council (community members); assist the council with putting third-party protocols together and work with council to develop budgets.
- **Staff:** Human resource management: ensure staff follows standard practice instructions and policies; follow-up with department heads; monitor and approve the hiring, discipline, and termination; write letters, reports and sign off for staff; train, orientate and develop staff; clarify performance expectations and manage grievances and appeals. Prepare synopsis on future needs.

We thank everyone for their interest; however, only those selected for an interview will be contacted.

- **Government Relations:** Managing agreements and relationships with other levels of government: Report to departments in social services, capital and education and develop working relationships with other governments local, provincial, and federal.
- **Community Relations:** Maintaining an open, equitable, and service-oriented relationship between the community and the administration: keep community members informed and up-to-date on issues and activities and develop working relationships with the community through media and community meetings.
- **Planning:** Assisting the Chief & Council with the design and implementation of development and strategic plans: ensure tools/policies are in place to support effective administration and management and create community plan–gather input, present back to the community, obtain Chief & Council approval and implement.
- **Capital Asset Plan:** Managing the community's infrastructure and assets: ensure reserve maintenance runs effectively (e.g., roads, trees trimmed); capital projects (e.g., road construction and subdivision); systems maintenance (office systems); ensure emergency services run effectively; dispute resolution; be present and supportive at community functions; ensure process and organization to handle crisis events and refer to department heads; enforce bylaws; fill in for other areas during holidays; be on call; provide advocacy for issues; provide advice and recommendations on economic development ideas and plans.

### Qualifications:

- Possess professional attributes, communication skills, use technical skills and manage reporting and reviews.
- Experience working with large operational budgets.
- Experience as an intermediate/advanced user of the Internet and software applications such as Word, Excel, etc.
- Experience working with First Nations peoples.
- Knowledge of the Saik'uz First Nation community and values.
- A valid BC Driver's License and a reliable vehicle.

### Special Considerations for Position Working Conditions/Physical Effort:

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of General Manager.

Please submit your resume via e-mail to [resume@saikuz.com](mailto:resume@saikuz.com), with the Position ID included in the subject line, by March 7, 2022. This position will remain open until it is filled.