

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

## *EMPLOYMENT OPPORTUNITY*

### *Director of Operations*

#### *Permanent*

#### **Position Summary:**

The Director of Operations is directly responsible for the overall efficient and effective administrative and financial management of the Serpent River First Nation Administration, Programs and Services. They are responsible for keeping Chief and Council current and up-to-date on all matters related to the business of the First Nation in a timely and professional manner and to implement the organizational review recommendations and all other goals and objectives set forth by Chief and Council.

#### **Position Duties**

- Oversee and direct the administration of all program areas and services of the First Nation, maintaining direct contact, verbal and written, with the Chief and Council on all matters concerning the Serpent River First Nation's business.
- Responsible for the efficient and effect management of all aspects of the Administration of the First Nation, finance, human resources, information technology, communication and reporting these to Chief and Council.
- Responsible for the Serpent River First Nation's community and governance development plans and activities and for ensuring the vision and strategic plan approved by Council is implemented in an efficient and effective manner and that the Senior Management Team and staff are current and up to date on the direction of Council and carry out the appropriate elements of the vision and Strategic plan as designated and assigned.
- Ensures Serpent River First Nation business is carried out in a manner that is culturally appropriate.
- Oversees the development of departmental work plans and works with the department head to ensure implementation.
- Oversees, in the absence of another program director, where no suitable replacement is immediately available, that Director's roles and responsibilities as required.
- Maintains an excellent working relationship with funders.
- Oversee the activities of the First Nation's Senior Management Team including developing and maintaining a harmonious and supportive team environment.

- Assess the needs of the First Nation programs, community and service areas and work with department heads to develop plans to address those needs.
- Ensures Council directives/motions, and BCR's are followed up on a timely, efficient and professional manner.
- Provide supervision and guidance to all Serpent River First Nation program directors and staff.
- Ensures that all staff conduct themselves in a professional, efficient and effective manner in carrying out the business of the First Nation.
- Ensures all policies and procedures from all departments are relevant, up to date, adhered to and communicated to those they are applicable too.
- Engage legal on First Nation's matters to ensure the First Nation is represented and that the interests of the First Nation are protected.
- Communicate effectively with community members, Chief and Council, Council Committees and Boards, staff, funding agencies, First Nation Organizations, and others as required in a timely, responsible and professional manner.
- Be familiar with the Indian Act, Treaties and Treaty Rights applicable to the First Nation, Native Law, Statutes and Regulations, Canada Labour Code, Occupational Health and Safety Act, Native Organizations and Government structures, and other laws, systems, and processes applicable in conducting the business of the First Nation.
- Understand and be fluent in the by-laws of Serpent River First Nation.
- Perform all work with all government's laws, regulations, ordinances, and court rulings in those jurisdictions in which Serpent River First Nation operates.
- Ensure that project work will have an accompanying work plan and routine work will be documented in an operations manual. The information included in the operations manual is proprietary.
- Ensure that all work is performed according to Serpent River First Nation Human Resources policies, procedures and standards inherent in all enhanced job descriptions, system action plans, employee manuals, ongoing policy memoranda, and facilities and dress code in conjunction with the Director of Human Resources.
- Ensure the First Nation's reporting accuracy and timely submission to maintain continuity of funding of programs and services.
- Work with the Director of Human Resources to address all human resource needs.
- Work with the Director of Finance to ensure audits and regular financial reporting is completed in a timely manner.
- Work to ensure SRFN infrastructure is current and up to date. Develop plans to address deficiencies and seek funding to support the upgrades.
- Ensure the band assets are adequately protected. i.e. annual insurance review.
- Responsible for signing off on all funding applications, agreements, banking, and contracts.

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants where qualifications and experience are equal.*

*\*Detailed Job Description is available upon request*

- Liaise with other First Nations, program agencies, and related organizations/institutions to network effectively for the benefit of the Serpent River First Nation, Chief and Council and the community.
- Advocate on behalf of the First Nation with agencies, organizations/institutions to ensure the interests of the First Nation are represented.
- Attend all Council meetings, general band meetings, and other meetings as required, within and outside of the community.
- Attend all appropriate workshops, seminars and training sessions as required to remain current and up-to-date on topics of concern to the business of the First Nation.
- Oversee the development of Council agendas - regular and special meetings; General Band Meetings; Senior Management Team Meetings; and other meetings as required; ensuring Chief and Council, Program Directors and staff to remain and up-to-date on community related issues, services, and programs to effectively carry out their responsibilities in an efficient, effective, professional and timely manner, and that community members are informed of matters that may affect them.
- All other opportunities, assignments, tasks, responsibilities as deemed essential by the Chief and Council.

## Qualifications

- A Business Management/Administration Masters/Honours degree with a minimum of 5 years' experience in a senior level management position with similar duties or an equivalent combination of education and experience in a similar or related field with proven demonstration of skills.
- Must have skills and capacity to take initiative and multi-task.
- Must have report writing skills.
- Knowledge and understanding of Serpent River First Nation and culture is essential.
- Knowledge of the 7 grandfather teachings.
- Proficiency with Excel, computer software and office equipment.
- Ability to work as a team in a fast-paced environment.
- Ability to shift priorities at any time.
- High attention to detail.
- Must be able to multitask and remain highly organized.
- Must provide a clear CPIC
- Must provide proof of COVID vaccination (two doses)

**Interested applicants **MUST** submit a cover letter, resume, and three employment references from a direct supervisor/manager.**

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Attn: Political Office  
195 Village Road, Cutler Ontario, P0P 1B0  
Email: madelaine.oneill@serpentrivern.com  
By: **October 10, 2024 at 4:00 pm**

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