



# ULKATCHO FIRST NATION

**P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0**

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## *Operations Manager Posting*

### **Who We Are**

Ulkatcho is a First Nation of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake BC on the Western edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometres east of Bella Coola. Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community.

### **Department:**

Administration. Permanent, Full Time

### **Rate of Pay:**

Dependant upon qualifications.

### **Job Summary:**

As part of the Management Team, and reporting directly to Chief and Council, the Operations Manager will oversee and ensure effective operations of the Ulkatcho First Nations Administration office. The Operations Manager will supervise all Directors including, Health, Natural Resource, Child, Family and Social Development, Education, Human Resources, and other office staff by:

- ensuring all work plans and budgets are developed annually and monitored monthly to track progress
- reports to chief and council
- participating in the development of the comprehensive community plan (CCP)
- develops an inventory, maintains and controls band assets in cooperation with program directors
- Provides the Directors and Staff with the technology and tools required to complete their job
- completes annual evaluations on Directors and their reporting staff

- Works closely with the Human Resource Director to fill the Director positions
- Chairs and organizes bi-weekly Directors Meetings to foster team spirit, to seek efficient and effective methods to improve on service delivery.
- Review with Chief and Council overall Ulkatcho First Nation Strategic plan: support implementation, monitor and evaluate
- Review Operations Committee Terms of Reference with Chief and Council on a regular basis to make recommendations that reflect the needs of effective Band Administration.

**Core Competencies:**

- Communication.
- Planning and control
- Operations and compliance.
- Strategic Action.
- Management and Self Management.

**Deadline:** This posting closes on October 12, 2019.

**Working Conditions:** Work is performed in an office environment

**Licenses:**

A degree in Business Administration, Social Sciences, or equivalent is required, in addition to 5 years of management experience in a First Nations Government setting.

**To Apply:**

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the Office Manager or via email to [landerson@ulkatcho.ca](mailto:landerson@ulkatcho.ca) Please indicate "Operations Manager Competition" in the subject line.

**Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply**

*Only short-listed candidates will be contacted.*