

**ATIKAMEKSHENG ANISHNAWBEK**  
**INTERNAL & EXTERNAL JOB POSTING**

<b>Job Number:</b>	<b>WLFN 2017-06</b>
<b>Job Title:</b>	<b>Director of Planning &amp; Infrastructure</b>
<b>Regular or Contract:</b>	<b>Regular</b>
<b>Department:</b>	Planning & Infrastructure
<b>Reports to:</b>	Director of Operations

**A. PURPOSE AND SCOPE**

The Director of Planning & Infrastructure coordinates the comprehensive First Nation's planning process: develops land use and economic goals and objectives, plans capital projects, ensures community involvement in the process, and coordinates the documentation of the plan. Other areas under the direction of the Director of Planning & Infrastructure include Lands Management, Community Development and Public Works. The intent of this position is to expand each of these areas in self-supporting operations providing the level of assistance that is currently available to the membership of the Atikameksheng Anishnawbek within the policies, procedures and fiscal budgets. Duties include directing the administrative activities of the department; provides direction for strategic planning, programming, and budgeting; supervises the department employees, assisting the band members; and serving on various committees. Responsibilities involve interaction with the managers, other directors and departments; Chief and Council; Federal government officials and other government departments and agencies; the North Shore Tribal Council; and providing assistance to the Band Members.

**B. QUALIFICATIONS**

**Mandatory Requirements**

The Director of Planning & Infrastructure shall possess:

- Bachelor degree in Community Development & Planning, Economics, Business Administration or related field.
- Minimum of three (3) years progressively responsible management and experience in community development.
- Other combinations of experience and education, which meet the minimum requirements, may be substituted.
- Specialization in any planning profession related to Community Development, Land Use & Code Enforcement, Environmental/Natural Resources Planning, Economic Development, Planning Management Finance and Housing.

**Additional Requirements**

The Director of Planning & Infrastructure shall be knowledgeable and possess skills or prior work experience in the following areas:

- Knowledge of policy issues, management principles and practices relating to First Nations
- Demonstrated skill in project management
- Knowledge of theory and application of management, problem solving, business policies and strategic planning techniques
- Knowledge of planning principles, zoning, building and construction standards, methods and related codes
- Knowledge of the Indian Act
- Skills in human relations, mediation, arbitration and negotiating techniques
- Ability to develop long-term plans, programs and budgets and to evaluate results
- Ability to analyze data, trends, and facts and to derive accurate and relevant conclusions
- Ability to develop clear, concise and accurate written communications such as proposals, policies, procedures, reports and correspondence
- Ability to establish and maintain effective working relationships with Chief and Council, employees and community members
- Ability to establish and manage priorities and programs to ensure that services and functions are performed in an efficient and responsive manner
- Working knowledge of the computers and computer software
- Knowledge of Atikameksheng Anishnawbek culture and traditions
- Skill in dealing tactfully and courteously with Band Members, employees, Chief and Council.

### **C. DUTIES**

The Director of Planning & Infrastructure shall, in every aspect of their position:

- Promote the Atikameksheng Anishnawbek Vision and Values Statements
- Maintain the level of professionalism expected by the Atikameksheng Anishnawbek as outlined through the Policies and Procedures manual
- Uphold the ethics of their position and the Planning & Infrastructure Team

In addition, the Director of Planning & Infrastructure is to complete the following duties

#### ***Program Operations***

- Directs and oversees capital improvement projects, including assisting with the development of budgets, overseeing the design and implementation of improvements, and processing contractor payments
- Directs and oversees the day-to day operations of the following departments: Lands Management; Community Development and Public Works.
- Coordinates department activities and those of external service providers as required
- Negotiates contracts when authorized to do so by Chief and Council which fall outside the Financial Policy and Procedure Manual adopted by Council
- Develops and implements an evaluation process for departmental programs; monitors the progress of programs and keeps Chief and Council apprised of program progress, issues and successes
- Ensures the implementation of Council directives for the department; apprises staff of new initiatives and changes in policy and direction; apprises staff of decisions adopted during Council meetings and the impact on the department

***Financial***

- Manages and coordinates the preparation of the departmental budget
- Submits proposed budget to the Director of Operations and Chief and Council for approval
- Acts as a liaison with finance to ensure that new programs and initiatives are accounted for
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenses to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time

***Personnel***

- Supervise, monitor, coach and direct all Planning & Infrastructure Team members
- Conduct monthly meetings with the Planning & Infrastructure Team and actively participate

***Administrative***

- Prepares accurate, complete and effective proposals as required
- Submits regular and special reports to Chief and Council concerning key issues and the operation of the department.

**Application Deadline is: Tuesday June 27 2017 at 4:00 p.m.**

**SALARY:** To commence with the Atikameksheng Anishnawbek salary and job classification scale.

On behalf of Chief and Council, please submit your covering letter, resume and three current reference letters, as well as copies of all diplomas and/ or degrees by one of the following: (1) fax 705-692-5010 (2) hand delivery (3) or by regular mail to:

Jeanne Naponse, Director of Operations  
Atikameksheng Anishnawbek  
25 Reserve Road  
Naughton, ON P0M 2M0

For more information, or a complete job description please contact Director of Operations at 705-692-3651. Thank you to all who apply, however, only those selected for an interview will be contacted.