



Position: Director of Operations

Salary: \$98,725 - \$112,186

Hours of Work: 32 hours

Circulation Level: Level I

Accountability: Chief and Council

Employment Status: 2 years contract

Preferences: MFN Band Members

The Director of Operations will perform the following duties:

- Participates in financial resources and policy negotiations with provincial and /or federal and /or municipal departments, ministries and agencies as directed.
- Maintains regular contact with external financial advisors and auditors.
- Oversees finance and administration attendance for hours for payroll.
- Continuously monitors expenditures against the approved budget and recommends budget modifications to Chief and Council as appropriate.
- Provides regular and mandatory reporting on a monthly and annual basis to Chief and Council and Government agencies.
- Ensures that required financial reports respecting external government grants and contributions are prepared and submitted.
- Meets with and consults with Senior Management team on a regular basis collectively and individually.
- Meets with and consults with staff on a regular basis collectively, and individually.
- The Director of Operations shall participate with Chief and Council in developing a vision and strategic plan to guide the Mississauga First Nation in achieving successful results of the overall budgets and financial situations of the Mississauga Band.
- Provide direction and assistance to senior managers regarding human resource issues.
- Conducts employee performance appraisals on senior management, executive assistants on an annual basis.
- Responsible for administration of personnel in accordance with personnel policy/ procedures including monitoring relevant labour laws, drafting of policy amendments, supervisions of personnel records system, and related recommendations to council on recruitment, appeals, compensation, evaluation, and discipline of employees.
- Acts as a role model to other staff in the day-to-day execution of responsibilities of the position.
- Meets with and advises Chief and Council as directed.
- Represents Mississauga First Nation at conferences and forums as directed.
- Meets with and consults with federal and provincial officers responsible for funding as directed.
- Network and develop positive relationships with all levels of government and private sectors to ensure the optimum level of services is being provided to the Mississauga First Nation Band.

The Director of Operations will possess the following qualifications, skills, experiences, and attributes:

- Post-secondary graduate of Business Administration or Public Administration.
- Five (5) years of strong finance and management experience.
- Must provide a clear Criminal Reference Check from the Canadian Police Information Center (CPIC) and bondable.
- Must have Class "G" Ontario Driver's License in good standing and be able to travel.
- Must be able to meet deadlines, work flexible hours and/or attend emergency situations.
- Generally accepted auditing standards, principles, and practices.
- Business and audit related software applications and tools, including Microsoft Office.
- Must have knowledge of the Ojibway culture and traditions and significant characteristics of the social structures of Mississauga First Nation.
- Financial management and analysis; An understanding of relevant legislation, governance, policies, and procedures.
- An understanding of the northern and first nation economic, cultural, and political environment.
- Knowledge of Occupational Health and Safety legislation, standards, and best practices.
- Knowledge of the Workplace Hazardous Materials Information System.
- Leading or conducting assessments of complex business processes and operations.
- Relate effectively and supervise staff as a diplomatic and flexible team player.
- Must be able to exercise supervisory responsibility for all staff in a team environment.
- Project management skills that support strategic and operational planning/implementation.
- Experience conducting strategic audits and developing advisory plans.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.

- Experience conducting audit projects, preparing audit reports, and providing advice to others.
- Change management skills to introduce innovative approaches to current practices.
- Relationship management skills to maintain relationships with clients and stakeholders, internal and external.
- Express ideas clearly and prepare technical reports and recommendations.
- Must work effectively with management and staff of other programs and/ agencies.
- Provide direction and assistance to all employees through the approved chain of command.
- Ability to oversee department staff and provide guidance, direction, and mentorship.
- Identify areas of improvement and resolve issues in a timely manner.
- Presentation skills to provide explanation of complex issues and strategies.
- An effective leader.
- Strong interpersonal and influencing/negotiation.
- Be honest, trustworthy, and respectful.
- Possess cultural awareness and sensitivity.
- Possess a calm demeanor in responding to customers.
- Demonstrate sound work ethics.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: Until position filled.

Thank you to all applicants; however, only those selected for an interview will be contacted.

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