



## **Job Posting Director of Community Services**

The Upper Nicola Band (UNB) is inviting applications for an exciting new position of Director of Community Services.

The Director of Community Services is responsible for managing and supervising positions under the authority of the Upper Nicola Band Community Services (Capital Works, Operations and Maintenance and Housing).

**Please note: This is a temporary position, covering a leave.**

### **Duties and Responsibilities:**

The Director of Community Services is responsible for the overall day-to-day management, administration, and delivery of UNB's Capital Works (O&M) and Housing programs and services, within approved budgets, to ensure the capital works and housing needs of members are met in a responsible, efficient, and fair manner.

The Manager provides direction and supervision to the Community Services Department staff to ensure all planned programs and services of the department are delivered in accordance with (i) UNB Personnel Policies, Financial Administration Law, policies, and regulations and (ii) the program policies and regulations of AANDC.

This position is responsible for the oversight of building management, operation, and maintenance of the UNB's infrastructure systems, band owned buildings, housing, and other physical assets, and, in conjunction with other managers, the development of UNB capital assets. This position requires close working relationships with all departments, in particular, Lands and Administration.

In fulfilling the job purposes, the Director maintains internal relationships with all departments, in particular lands and economic development, and external relationships with Federal and Provincial governments including the Nicola Tribal Association (NTA), Okanagan Nation Alliance (ONA) and Aboriginal Affairs Northern Development Canada (AANDC), and Highways.

### **Skills, Qualifications and Experience:**

A degree in Business Management, supplemented by a Trades certificate or equivalent is required.

Certified Professional Level in areas such as: Project Management, Housing Projects/Construction, Business, Urban Planning, Land Management, Environmental management, or related field is required.

A minimum of 5 years of Management and Public Administration experience including managing projects and resources, or equivalent is required.

A Safe Water Operations certification is required.

### *Personal Attributes:*

The Director of Community Services position maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: integrity, respect, trust, honesty, patience, ethics, and accountability.

### *Other:*

Valid Class 5 driving license and access to a reliable vehicle required.

**Total Compensation:** in alignment with the current UNB's wage grid and benefits package.

Please send résumé and cover letter by June 6, 2022, via e-mail to:

Human Resources - Upper Nicola Band - General Delivery, Douglas Lake, BC V0E 1S0

[hr@uppernicola.com](mailto:hr@uppernicola.com)

UNB wishes to thank all applicants, but only those selected for an interview will be contacted.

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