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**Job Opportunities****Competition # 0121-19**

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**Director of Operations  
One (1) Full-Time Permanent  
BATC Administration Office**

**THE POSITION**

- The Director will be responsible to oversee the day-to-day operations of the BATC. Along with the Executive Director will implement the policies, procedures and regulations of Battlefords Agency Tribal Chiefs Inc. The Director shall prepare all necessary reporting documents on behalf of the Tribal Council for submission to the funding agency (ies).

**Duties and Responsibilities**

- Will adhere to the applicable reporting requirements of the Battlefords Agency Tribal Chiefs Reporting Calendar for their respective program or department.
- Knowledgeable of various funding agencies
- Familiar with the terms and conditions of various funding arrangements.
- Familiar with funding methodologies, funding formulas, and departmental policies to ensure funding allocations for Battlefords Agency Tribal Chiefs are accurate.
- Along with the Executive Director will facilitate discussions with BATC Chiefs, Administrative personnel and Program personnel in working towards achievement of objectives as set by the BATC Chiefs.
- Prepare all requisitions in accordance with budgeted levels.
- Oversee and direct all staff in the local administration.
- Facilitate regular scheduled meetings for staff under their authority.
- Ensure confidential employee information and Personnel files will not be disclosed without the written consent of the Employee.
- Ensures that a record of all minutes and decisions of BATC Chiefs are filed and maintained.
- Along with Executive Director should also be prepared to make reports and/or presentations to BATC Chiefs, regarding activities or initiatives within the various departments and programs. The intent is to keep leadership informed of current issues.
- Ensure open lines of communication are facilitated with Member bands. Shall attend meetings as delegated by BATC Chiefs.
- Attends all scheduled meetings for Boards and Committees, as time permits.
- Implement required actions to ensure all Program Managers operate within budgets.
- Along with Executive Director ensures financial regulations, policies, procedures and controls are effectively implemented.
- Other duties as may be assigned from time to time by BATC Chiefs.

**Qualifications**

- University degree from an accredited post-secondary institution specializing in accounting, administration or commerce
- An equivalent combination of education and work experience with a minimum of two (2) years related work experience.
- Ability to speak/understand the Cree language is an asset
- **MUST PROVIDE CPIC WITH APPLICATION**

**Closing date: January 25, 2022 by 4:30pm – Please Quote Competition #0121-19**

**Please submit resume, cover letter and copy of CPIC to:**

Human Resources  
Battlefords Agency Tribal Chiefs  
1282 101st Street, North Battlefords, SK S9A 0Z8

Phone: 306-446-1400  
Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)

*Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.*