



TSAWWASSEN FIRST NATION
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EMPLOYMENT OPPORTUNITY

LANDS ASSISTANT (Full Time Regular)

Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning, development, and engineering related services. The Community is in the midst of a significant development program, which includes the development of commercial, industrial, and residential properties. Along with the review and approval of the engineering infrastructure to support this development, the Lands Department is also responsible for assuming the ongoing maintenance and management of the infrastructure.

This is a great opportunity for a motivated individual to make a significant contribution to a world-renowned organization that is growing and providing a bright future for its members and the community it serves.

TFN is seeking a qualified individual to join our Lands Department in the permanent full-time position of Lands Assistant. Reporting to the Planning Administration Coordinator, or designate, you will be responsible for providing mid-level support to the Planning Administration Coordinator, Lands Director, Engineering Manager and our Lands Team to ensure effective and efficient administration of all facets of the Lands Department for Tsawwassen First Nation.

Specific Responsibilities

- Maintain the Lands Department offices systems, ensuring compliance with internal policies, procedures and office processes as well as any external requirements that may apply (information management, electronic/manual filing systems, supply inventories, scheduling, communications)
- Provide low to mid-level financial administration and support; purchase orders and tracking, supply ordering process and tracking, ensure accurate GL coding for invoices, some project management/support, monitor departmental budgets under the guidance of the Planning Administration Coordinator
- Learning all relevant components for business and dog licensing (application process, invoicing, payments and issuance of licenses)
- Knowledge of all relevant components of permits and approvals for
 - Building
 - Development
 - Rezoning
 - Sign
 - Soil Fill
 - Subdivision

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- Organize and coordinate Lands Department meetings and events (information sessions, community engagements, etc.)
 - Collaborate and liaise with various clients & stakeholders to develop and implement procedures and processes to improve communications, transparency, efficiency and business practices thus improving public image and community confidence as well as creating lasting partnerships
 - Undertake general correspondence as required which includes responding to inquiries and follow-up as directed by the Planning Administration Coordinator
 - Respond to general inquiries and provide information in a timely manner
 - Commitment to a learning and development plan and attend relevant training as may be required
 - Provide quality and effective administrative support to the Lands Department and team (directing phone calls, emails, correspondence, schedules/appointments, meeting attendance, minute taking, and other daily routines)
 - Maintain a professional image and friendly demeanor with all employees, management, community members and visitors, ensuring the direction, mission and objectives of the Lands Department and TFN are adhered to and carried out

Qualifications or Experience

- Must possess good interpersonal, communication and organizational skills
- Moderate to advanced computer skills, adept in MS Office, including Word, Excel, and Outlook, with the ability to learn new applications as required – Lands and Municipal software, Google Earth, SharePoint
- Ability to maintain a positive, professional working relationships with staff, community and public
- Minimum 50 wpm keyboarding skills
- A minimum of three plus (3+) years' experience in an office administrative capacity
- Some financial experience in budget and tracking, invoice coding, purchase orders and office supply process
- Administrative Assistant certification and/or training
- Must complete a satisfactory Criminal Records Check
- Valid Class 5 BC Driver's License and access to a reliable personal vehicle
- Experience with land use related application such as subdivision, development and soil fill permits
- Knowledge of TFN Community and TFN lands

Working Conditions

- Public administration – fast-paced, multidisciplinary environment
- Busy office setting, interaction with community members, public at large, and contractors
- Constant time pressures to organize and meet deadlines
- Occasional travel may be required
- Occasional overtime may be required, once pre-approved

Wages: Competitive pay and a generous benefit package commensurate with qualifications

Application Deadline: Thursday February 15, 2018

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to

hr@tsawwassenfirstnation.com

Or mail/drop off to:

Human Resources
1926 Tsawwassen Drive
Tsawwassen, BC V4M 4G2

Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.

We wish to thank all applicants for their interest; however, only short-listed candidates will be contacted for interview.