
JOB DESCRIPTION

Chief Administrative Officer

SUMMARY:

Under the direction of the Executive Council, the Chief Administrative Officer (CAO) will have the overall responsibility for the organization, direction and operation of the Nishnawbe Aski Nation administration office. In addition, the Chief Administrative Officer (CAO) will ensure the consistent implementation of the Executive Council approved policies and procedures. The CAO is responsible for a variety of duties in all areas of the office.

DUTIES & RESPONSIBILITIES

Administration:

- Under the direction of the NAN Executive, to ensure and monitor the implementation of the policies, directives and resolutions passed by the Executive Council and the resolutions passed by the Chiefs in assembly;
- To conduct and conclude agreements, correspondence and negotiations on behalf of the Executive Council;
- To develop and maintain positive working relationships with the Executive Council, Chiefs' representatives of other First Nation organizations, senior officials of the Federal and Provincial governments, and representatives of non-governmental organizations;
- To monitor and oversee the operation, administration and finance of NAN special initiatives, entities, corporations, charities, trust funds or groups as authorized by the Executive Council;
- To oversee all areas of human resource management and professional development;
- To conduct regular meetings of the senior management with or part from support staff;
- To delegate responsibilities to senior and support staff where necessary ;
- To provide direction to the staff through maintaining clear roles, responsibilities and supervision;
- To oversee the planning and organization of Executive Council, annual and semi-annual Chiefs meetings and to arrange or facilitate meetings for the First Nations and Tribal Councils;
- To ensure adequate record-keeping in all areas of operations
- To maintain confidentiality of all internal matters pertaining to the organization and its operations.
- To be an official signing officer for the administration;

Finance:

- To direct and ensure the preparation of reports on finances, operations, programs or special projects on a timely basis for the Executive Council, annual and semi-annual Chief's meetings and for funding agencies;
- Assessing short- and long-term financial needs and recommending appropriate courses of action drafting and monitoring the annual operating budget and reporting regularly to the Board on the organization's financial situation
- Authorizing expenditures within the total budget identifying and pursuing all appropriate revenue sources and government grants;
- Implementing Board policies and directives with regard to financial management;
- Advising the Board and committees on financial management and financial priorities;
- All other tasks as assigned.

ACCOUNTABILITY

The Chief Administrative Officer (CAO) is under the day-to-day supervision of the Grand Chief and will receive political direction from the Executive Council.

The Chief Administrative Officer (CAO) is directly accountable to the Executive Council for the standards of personal and work performance in the fulfillment of the job description;

COMPETENCIES AND QUALIFICATION

Candidate must possess the following skills and attributes:

Education/Experience:

- Degree in Business Management/Public Administration or related field.
- Demonstrated a minimum of 5-7 years senior management experience.
- Proven management and administrative skills, including financial and human resource management;
- Knowledge and experience with NAN First Nations and the people of NAN;
- Superior verbal and written communications skills;
- Strong strategic planning and organizational ability;
- Excellent communications skills and presence with the full range of media;

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- Excellent interpersonal skills essential to dealing effectively with a diverse group of interested and influential individuals as well as maintaining staff morale and direction.

LOCATION OF WORK: Thunder Bay

PORTFOLIO: Management

CREATED /LAST UPDATED: September 2012

