

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Housing

COMPETITION: SHD-02-03-10-22

DEPARTMENT: Siksika Housing

POSITION: Siksika Housing Manager

DATE POSTED: 03-10-22

SALARY: Dependent on Education and Experience

DEADLINE: 03-20-22

STATUS: Full Time **EXTENDED NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)**

General and Responsibilities: Duties include but are not limited to:

The Housing Manager is responsible for the overall management, operation, planning, directing, and controlling of the Siksika Housing Service Area programs and Administration. Ensure that efficient financial; management of the Housings programs, grant applications, and fiscal restraint are carried out under Siksika's Policies & Procedures, Siksika Housing Policies, Siksika Financial Administration Law, Alberta Building Code, National Building Code, Siksika Building Code, and related regulations and within approved annual budgets.

Duties & Responsibilities: Duties include but are not limited to:

- Will promote an integrated Siksika Administration service delivery model and provide support to achieve the Siksika Administration Business Plan as a member of the Siksika Administration Management Team.
- Monitor all housing construction projects to ensure that they are managed appropriately and in adherence to scope of work and specification. When necessary, conduct inspection of on-going projects.

****CONTACT HUMAN RESOURCES FOR A COMPLETE JOB DESCRIPTION****

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Knowledge of basic accounting principles required for budgets and financial statements. Must have excellent administrative, financial, facilitation, negotiation, mediation, problem solving, writing, computer, communication, and interpersonal skills. Must possess considerable knowledge of the resources and application of technical and building trades. Ability to understand financial data and forecast the impacts of trends and potential issues and outcomes. Ability to establish and maintain good working relationships with other service area managers, Chief & Council, colleagues, subordinates, and general public.

Education and Experience:

- Business Management degree and 10+ years of progressively responsible program management experience preferably with First Nations groups.
- Supervising and managing staff, as well as the development and management of budgets in operation similar to that of the Housing Department.
- Project management certificate and/or Carpentry Journeyman Certificate would be considered an asset

Other:

- Ability to speak and understand the Siksika language is an asset
- Must have a Valid Class 5 Driver's License;
- Criminal Records Check Required.

SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE



**Contact Siksika Human Resources Department
Tennie Running Rabbit OR Christie Duck Chief**

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