

TYENDINAGA NEWSLETTER
October 22, 1985

EMPLOYMENT OPPORTUNITIES

ASSISTANT OFFICE MANAGER-Mohawks of the Bay of Quinte

Graduate of secondary school with formal training in a recognized accounting program and/or several years of related experience in finance and personnel management.

Under the general supervision of the Office Manager. Monitors and reports on all the Band Council's operations; assist with personnel management; assist in policy planning and change. Other duties as assigned.

Job Description is available at the Band Office.

Applications are available at the Band Office and will be received until **Friday, November 1, 1985 at 4:00 p.m.**

The Band reserves the right to re-advertise.

EDUCATION COUNSELLOR - (Pending Funding)

- Grade 12 graduate
- Social Education Counselling degree
- 3 years experience in counselling
- computer knowledge

Job description is available at the Band Office.

Applications are available at the Band Office and will be received until **Friday, November 1, 1985 at 4:00 p.m.**

The Band reserves the right to re-advertise.

TECHNOLOGY INSTRUCTORS - First Nations Technical Institute
(Pending Funding)- 2 positions

Education:

Graduate of secondary school with experience in education and/or experience with Word Processing, Spreadsheets, Integrated Software and Data Bases, would be an advantage.

Summary:

Under the supervision of the President and/or his designate, the candidate will acquire the skill necessary to conduct training seminars for Bands and other personnel, serving Native people, in the field of high technology and particularly in the area of the art application software.

Applications are available at the Band Office and will be received until **Friday, November 1, 1985 at 4:00 p.m.**

The Institute reserves the right to re-advertise.

COMMUNITY COMPUTER COORDINATOR- First Nations Technical
Institute (Pending Funding)
1 position

Education:

Graduation of secondary school and/or mature applicant status. Experience with community projects, children and education are considered desirable.

Summary:

Under the supervision of the Community Computer Coordinator, the candidate will acquire the knowledge and skills to operate and supervise a variety of community based computer programs. The candidate will also acquire the knowledge and skills required to assume the supervision, coordination and administration of the Computers and Children project presently operated by the Mohawks of the Bay of Quinte.

Applications are available at the Band office and will be received until Friday, November 1, 1985 at 4:00 p.m.

The Institute reserves the right to re-advertise.

NOMINATIONS & ELECTION DATES

Nominations for Chief and Councillors will be held on Saturday, November 23, 1985 from 9:00 a.m. to 12:00 noon, at Quinte Mohawk School.

Election for Chief and Councillors will be held on Saturday, December 7, 1985 from 9:00 a.m. to 7:00 p.m. at Quinte Mohawk School.

GAS CARDS

We have been advised by Ministry of Revenue, Gasoline & Tobacco Tax Branch, that our gas cards will not expire in October 1985. There is no expiry date. Unless your card is not usable, cracked, your Band number has changed, etc., you will not have to apply for a new card. Should you have any questions, please contact the Band Office.

TECHNOLOGY INSTRUCTORS

First Nations Technical Institute

EDUCATION:

Graduate of secondary school with experience in education and/or computer technology. Knowledge and/or experience with Word Processing, Spreadsheets, Integrated Software and Data Bases would be an advantage.

SUMMARY:

Under the supervision of the President and/or his designate the candidate will acquire the skill necessary to conduct training seminars for Bands and other personnel, serving Native People, in the field of high technology and particularly in the area of state of the art application software.

COMMUNITY COMPUTER COORDINATOR

EDUCATION:

Graduation of secondary school, and/or mature applicant status. Experience with community projects, children and education are considered desirable.

SUMMARY:

Under the supervision of the Community Computer Coordinator, the candidate will acquire the knowledge and skills to operate and supervise a variety of community based computer programmes. The candidate will also acquire the knowledge and skills required to assume the supervision, coordination and administration of the Computers and Children project presently operated by the Mohawks of the Bay of Quinte.

ASSISTANT OFFICE MANAGER

JOB DESCRIPTION

EDUCATION

Graduate of secondary school with formal training in a recognized accounting program and/or several years of related experience in finance and personnel management.

KNOWLEDGE

Knowledge of various governmental regulations that relate to revenues managed by the Band such as T.B. D-1-4 Circulars, Education Circulars E-12, T.B. Minutes, Indian Act, Financial Administration Act and other related directives.

~~Knowledge of accounting systems - computerized
- one-write
- ledger~~

PERSONAL SUITABILITY

Must have the ability to develop a good working relationship with Band Council and develop a good rapport with the Band members.

Must have the ability to communicate diplomatically and effectively with officials from various levels of government.

Must be willing to adapt to change and have knowledge on how to implement change.

Ability to keep from being involved in Reserve political issues where it can be construed or misconstrued or perceived that the person occupying this position is politically opinionated.

SUMMARY

Under the general supervision of the Office Manager. Monitors and reports on all the Band Council's operations; assist with personnel management; assist in policy planning and change. Other duties as assigned.

DUTIES

1. Assists in the administration of Band programs by:
 - (a) Implementing policies and decisions of the Band Council;
 - (b) Submitting recommendations to the Office Manager for the efficient operation of all programs and activities;
 - (c) Insuring the proper maintenance, use, occupancy and control of buildings and equipment controlled by the Band.

2. Assist the Office Manager in the administration of the finances of the Band by submitting recommendations related to sound financial management by:
 - (a) Assisting in the preparation of Band revenue estimates and proposed expenditures;
 - (b) Assist in ensuring that progress reports are presented to Band Council on a monthly basis in relation to Band projects;
 - (c) Implementing a budgetary control system, assisting in monitoring the Budgetary Control System, reports to Band Council and informs Council on foreseen shortages in each of the programs;
 - (d) Insuring all requirements of the annual audit are up to date and accurate monthly schedule on all current finance contracts;
 - (e) Monitoring and insuring the exact recording of financial transactions and all expenditures are properly authorized.
3. Acts as a liaison and public relations officer for the Council in matters of administration by counselling individual Band members; by publicizing Council's policies and programs.
4. To conduct correspondence arising from or related to these duties.
5. To submit recommendations and reports related to these duties.
6. Assist in ensuring that annual audit requirements are met and that a periodic review is conducted with Council in relation to the auditors recommendations.
7. Assists in ensuring the financial reporting requirements are met to all the funding agencies or government departments; reviews on a regular basis all financial contracts and funding agreements to ensure that the Band has met all of its obligations.
8. Assists in ensuring that all Band Council policies are implemented and enforced.
9. Arranges meetings with various officials as requested to do so by Band Council and maintains a log of the meeting dates and times and location of the meetings. This log should also indicate the subject matter.
10. Supervises the Band Office staff and advises Council on any major staff problems.
11. Ensures that a schedule of accounts payable is presented to Band Council.
12. Other assignments as directed by Band Council.