



TSAY KEH DENE

Chief Dennis Izony
General Manager, Sheena McConnell

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Prince George, BC V2L 1L9
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| Job Title: | Director of Capital and Housing |
| Reporting to: | General Manager |
| Compensation: | \$65,000-\$75,000 annually (depending on qualifications and experience) |
| Benefits: | Competitive Package including health and pension benefits |
| Position Type: | Full-time/permanent |
| Hours of Work: | 35+ hours/week |

Tsay Keh Dene Nation is looking for a motivated and knowledgeable Director of Capital and Housing who would like to join our executive team for a rewarding experience. Tsay Keh Dene is nestled in the scenic Rocky Mountain Trench, north of Prince George, BC and is accessible by a forest service road or by plane.

GENERAL DESCRIPTION:

Primarily working out of the Prince George office with regular travel to Tsay Keh Dene, the Director of Capital and Housing will be responsible for the efficient design, development and implementation of Tsay Keh Dene's capital and housing projects. He/she will be required to operate the maintenance department to its highest capacity. Working independently or alongside other planners and designers, he or she will participate in every aspect of the planning process including public consultation, using developed communication and presentation skills. He/she will also work with other professional disciplines, approval agencies and municipal authorities to deliver high quality services to Tsay Keh Dene Band. This individual will also be tasked with preparing planning reports, internal and external communications related to the project, as well as the preparation of major research projects, background or issues papers and is responsible for the collection and analysis of related environmental, heritage, population, housing, transportation, land use and economic data. The Director will build strong relationships with clients and contractors.

The successful candidate will have the following qualifications, skills & abilities:

- Degree or equivalent combination of post-secondary education and experience.
- Three (3) years' land development and municipal planning experience.
- Experience and certification in Project Management / Property Management are highly desirable
- Minimum five (5) years of supervisory experience and supervisory training.
- Experience and certification in Project Management/Property Management is highly desirable.
- Knowledge of WCB regulations
- Knowledge of contracting, negotiating, and management.
- Knowledge of finance, accounting, budgeting and best practices in internal controls.
- Knowledge of federal and provincial regulations.
- Must be willing to travel to a remote northern community.
- Valid BC Driver's License, driver's abstract clearance and criminal record check clearance.

Complete Job Description is available at <http://www.tsaykeh.com/job-postings.php>

Application Deadline: **March 30 2014**
Position Start Date: **As soon as possible**

Email Resume, Cover Letter & References to the HR Manager: sherri.flavel@tkdb.ca