



Box 303  
 Hythe, Alberta  
 T0H2C0  
 (780)356-2248

### **Chief Executive Officer Position Description**

The Chief Executive Officer is the most senior civil servant within the administration of the Horse Lake First Nation and serves as the liaison between the law making and administrative branches of the Horse Lake First Nation.

The Chief Executive Officer reports directly to Chief and Council.

In respect of the development of laws and policies, the Chief Executive Officer acts in both an advisory capacity and as the agent for implementation. The Chief Executive Officer advises and makes recommendations to Chief and Council on policy questions.

The Chief Executive Officer then plans, organizes, and determines the day-to-day direction and activities of the Nation, including Member programs and services, in accordance with the laws and policies made by the Chief and Council. The Chief Executive Officer is responsible for all human resources management functions and directs, controls, and evaluates the staff, either directly or through middle managers and supervisors.

#### **Roles and Responsibilities:**

The key responsibilities listed below are a not an exhaustive list of all responsibilities associated with the Chief Executive Officer position. In addition to the responsibilities described below the Chief Executive Officer is responsible to undertake and perform any task reasonably associated with the position of a Chief Executive Officer having regard for the circumstances of the Nation.

- Governance and Policy Development
- Chief and Council Administrative Support
- Operations Management
- Human Resources Management
- Financial Management
- Compliance Management
- Relationship Management
- Cultural Compatibility
- Knowledge of the Legislative and Policy Context
- Leadership Ability and Personal Qualities
- Technical Knowledge

**Education Requirements:**

- Preference will be given to the candidate who has a University Degree or diploma in Commerce, Business Administration, Management or Public Administration; and
- At least 5 years of related management experience.

**Working Conditions:**

- Must be able to work long and irregular hours;
- Travel both by air and by ground in all weather conditions;
- Spend long hours in an office or meeting room environment using office equipment such as computers.
- Tolerate extensive reading and computer use that may cause eye strain or headaches;
- To deal with emergencies and stressful situations; and manage competing priorities in a high stress environment.

*The Chief and Council reserves the right to amend this job description or to delete/add to the responsibilities of the Administrator position as may be necessary to ensure the continued sound administration and financial management of the Nation.*

**Chief Executive Officer Position**

**Attention:** [administration@horselakefn.ca](mailto:administration@horselakefn.ca)

JOB WILL BE POSTED UNTIL THE POSITION IS FILLED.

**Thank you for your interest, however, only those who are selected for an interview will be contacted.**