



# Employment Opportunity

## Municipal Director

The Heiltsuk Tribal Council (HTC) is currently seeking a full-time Municipal Director. Reporting to the Executive Director, the Municipal Director is responsible for managing the day to day operations of the Heiltsuk public works, housing construction/renovation, and capital projects, while also providing significant strategic leadership and direction to those department areas.

### **Duties Include:**

- Assessing community needs in housing, public works, infrastructure
- Developing the capital plan for the HTC based on a 5-20 year plan
- Submitting funding proposals based on identified community need
- Liaising with project managers during construction of capital projects
- Writing and submitting progress reports and final reports to funders
- Direct supervision of office, construction, and public works staff
- Ensure legal and regulatory compliance for all HTC projects
- Working closely with the Chief Financial Officer to establish sound financial policies, procedures, and controls

### **Requirements:**

- Bachelor's Degree or equivalent combination of education and experience
- Prior experience in planning, managing, and overseeing projects and budgets
- Knowledge of funding structure and criteria with funders such as INAC, CMHC
- Previous experience as a supervisor and/or a trades person is an asset
- Ability to resolve conflict in a respectful and tactful manner

**Interested applicants are encouraged to submit a cover letter, resume, and three references by noon on Friday, October 21, to the attention of:**

Andy Callicum, Executive Director

**Email:** [EDirector@heiltsuknation.ca](mailto:EDirector@heiltsuknation.ca)

**Fax:** 250-957-2544

*This position is located in the remote and scenic First Nations village of Bella Bella, BC. Situated in the Great Bear Rainforest, this area is perfect for outdoor enthusiasts who enjoy fishing, camping, kayaking, and whale watching.*