



## Job Posting

# LANDS GOVERNANCE AND TAX ADMINISTRATOR

### JOB OVERVIEW

Job Title	Lands Governance and Tax Administrator
Department	Lands Governance
Location	Doig River First Nation
Reports To	Band Manager

### GENERAL JOB DESCRIPTION

The Lands Governance and Tax Administrator is a two-fold position responsible for local revenues tax administration and assisting senior managers in meeting the obligations under the Financial Administration Law and the DRFN Land Code. The Administrator assists in various aspects of the department including acting as the Deputy Registrar, registration of legal land documents, verification of eligibility for registration and recommending registration to the Land Governance Manager, and input into the annual departmental work plans, policies, and procedures.

### DUTIES AND RESPONSIBILITIES

#### 1. Tax Administration

The tax administrator must carry out their duties as outlined in the First Nations Fiscal Management Act, DRFN's local revenue laws, and the DRFN Financial Administration Law. These duties include:

- Reporting directly to the Senior Financial Officer and/or Band Manager on all matters related to DRFN tax administration.
- Providing administrative support to the Band Manager and Council on developing DRFN taxation laws.
- Managing local revenues and local revenues account on a day-to-day basis.
- Recommending the draft and amended local revenues budget component of the DRFN annual and multi-year budget to the Senior Financial Officer.
- Providing advice to the Senior Managers, Finance and Audit Committee and DRFN council on local revenues matters as requested.
- Making sure all rules and standards of applicable laws are being followed in the administration of local revenues and the local revenues account.

#### 2. Administrative Coordination of the Lands Governance Office

- Organizing the Lands Governance Office and assisting senior staff to optimize process and procedures.
- Sorting and distributing communications in a timely manner.
- Creating and updating records ensuring accuracy and validity of information.
- Scheduling and planning meetings and appointments.
- Monitoring levels of supplies and handle shortages, asset management.
- Resolving office-related malfunctions and responding to requests or issues.
- Coordinate with other departments to ensure compliance with established policies.
- Maintaining trusting relationships with suppliers, customers, and colleagues
- Performing receptionist duties when needed.

### 3. Lands Registry

Assists with the administrative tasks that meets obligations and interests for on-reserve land management consistent with DRFN Land Code and related agreements. The incumbent helps in various aspects of the department including acting as the Deputy Registrar, registration of legal land documents, verification of eligibility for registration and recommending registration to the Land Governance Manager, input into the annual departmental work plans, policies, and procedures. Key tasks include but are not limited to:

- Assisting DRFN and its members with individual land holdings, leases, permits and estates where land is involved.
- Providing land status information to members and third parties related to the granting, alteration, transfer, or alienation of interests in those lands.
- Liaising with members and third parties on matters such as utilities to gather information on issues relating to lands under the DRFN Land Code.
- Registering documents in the DRFN Land Registry and acts as Deputy Registrar under the DRFN Land Code.
- Maintaining the Lands Governance Department page on DRFN's website on an as needed basis.
- Providing support or assists with survey work, resource inventories or environmental audits.
- Conducting historical research and land encumbrance checks for survey requests, subleases and transfers and provides to parties, as needed.
- Coordinating educational materials and workshops for wills and estates.
- Attending meetings of DRFN, Council and third parties, as required.
- Creating and maintaining an electronic lands inventory of all DRFN Lands, training DRFN staff to update and maintain database.

- Maintaining an excellent working knowledge of the computerized lands programs, such as: First Nations Lands Registry, Indian Lands Registry, and others as designed for the Land Governance Office.
- Working with LABRC and other FNLM First Nations on networking and sharing of best practices.
- Providing input into the annual work plan for the Land Governance office.

#### 4. Other Duties

- May participate in DRFN committees
- Attend meetings as delegated by management
- Other duties as required.
- Travel as required.

## QUALIFICATIONS

### Education

- Completion of post-secondary certification in the Tulo First Nations Taxation Administration and Lands Management Programs.
- Skills and knowledge usually attained by successful completion of a Legal Assistant, Paralegal or Geographic Information Systems (GIS) program OR two (2) or more years' experience working in an office, or an equivalent combination of skills, knowledge, and experience.
- Class 5 Driver's License.

### Knowledge

- Lands Registry Systems

### Cultural Understanding

- Understanding, appreciation of and respect for the diverse nature of the Dane-zaa culture and its' people.
- Ability to incorporate a grass roots mentality into all programming including utilization of traditional Dane-zaa knowledge and language.

### Skills

- Highly self-motivated and able to work with confidence and efficiency.
- Excellent oral and written communications skills.
- Excellent knowledge and experience in operating a computer, scanner, and other office equipment.
- Ability to review land related legal documents for accuracy and legal requirements.

- Ability to read legal survey plans.
- Ability to maintain strict confidentiality.
- Ability to use tact and good judgment in dealing with sensitive issues.

Note that candidates with less than the qualifications listed above may be considered.

#### HOW TO APPLY

Please submit your resume and references to Lacey Beaumont, Executive Assistant at [lbeaumont@doigriverfn.com](mailto:lbeaumont@doigriverfn.com) by January 20<sup>th</sup>, 2023.