



JOB DESCRIPTION

Position	Chief Administrative Officer
Departments	Administration & Governance
Reports to:	Spokesperson
Accountable to:	Spokesperson and Clan Director Council
Status	Full-time, Indefinite
Location	Atlin, BC - Administration Building
Date Created	XX
Date Last Revised	November 26th, 2025
Approved By:	Spokesperson, Human Resource Manager

POSITION SUMMARY

The Chief Administration Officer (CAO) leads the planning, organization, execution, and evaluation of the day-to-day operations of the Taku River Tlingit First Nation (TRTFN). Reporting to the Spokesperson and Clan Director Council (CDC), the CAO ensures the effective delivery of programs and operations in alignment with the Constitution, Joint Clan Meeting (JCM) Mandates, CDC Clan Directives, organizational policies, and strategic direction.

The CAO provides senior leadership across all departments, including direct supervision of the Chief Financial Officer (CFO), all department Managers and oversight of complex negotiation files. The role ensures TRTFN advances its priorities through sound governance, strong departmental management, fiscal responsibility, and culturally grounded decision-making. The CAO works collaboratively with staff, citizens, legal counsel, governments, industry, and external partners to support the Nation's mandates and long-term objectives.

DUTIES AND RESPONSIBILITIES

1. Governance, Leadership, and Strategic Direction

- Provide executive leadership for all TRTFN operations and programs in alignment with the Constitution, JCM Mandates, CDC Clan Directives, organizational policies, and applicable federal and provincial legislation.
- Lead development and implementation of TRTFN's strategic plans, departmental work plans, and annual priorities.
- Attend Joint Clan Meetings to support Leadership in seeking mandates for programs, budgets, and activities.
- Assist the Spokesperson and CDC in shaping organizational goals, long-term strategies, mission, vision, and values.
- Ensure management practices reflect reconciliation, UNDRIP, self-government, and Tlingit values.

2. Intergovernmental Relations and Complex Negotiations



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- Lead intergovernmental relations, including annual plans and partnership initiatives.
- Provide senior oversight for complex negotiation files, working with the Negotiations Department, legal counsel, and external governments.
- Maintain collaborative relationships with First Nations, governments, industry, TRTFN Group of Companies, TAC, and Tlingit, Tahltan, Kaska, and other Nations.

3. Administration and Organizational Management

- Direct and oversee all administrative and operational functions across departments.
- Ensure organizational infrastructure, systems, and processes support effective service delivery and decision-making.
- Maintain professional conduct, confidentiality, and compliance with legal and policy requirements.
- Manage risk proactively with the CDC and management team.
- Support preparation for CDC Meetings, Joint Clan Meetings, Elders' Council, Elders Meetings, Elections Committee, and Wolf and Crow Clan Meetings upon request.
- Ensure funding is budgeted for constitutionally required meetings such as the JCMs and Elders Council and for elections and by-elections if applicable.

4. Financial Oversight and Accountability

- Provide executive financial leadership in partnership with the CFO, including cash flow oversight, financial monitoring, and fiscal strategy.
- Support Directors and Managers in developing quarterly, and annual budgets, and quarterly financial reports for CDC.

Work with the CFO to ensure all work towards audit work is completed regularly, and the Nation is in compliance with its finance legislation and policies.

- Ensure accurate and timely reporting to regulatory bodies and funding agencies.
- Secure program resources by preparing funding proposals.

5. Human Resources and Workforce Development

- Provide leadership to the HR and Contracts Manager on employee relations, recruitment, performance management, workplace wellness, and training.
- Mentor and guide Directors, Managers, and staff to foster collaboration, professionalism, and a team-based work culture.
- Support conflict resolution and healthy workplace practices.

6. Policy, Compliance, and Contract Management

- Develop, implement and enforce all approved policies and procedures consistent with CDC directives, legislation, and regulatory requirements.



JOB DESCRIPTION

Ensure secure and comprehensive IT services and data and records management

- Oversee contract administration and ensure compliance with legal and funding obligations.
- Liaise with TRTFN's legal representatives and provide updates to CDC or designate.

EDUCATION

- Master's degree in Business Administration, Public Administration, Political Science, Indigenous Governance, or a closely related graduate field.
- Equivalent combinations of senior academic training and extensive executive leadership experience may be considered.
- Formal training or certification in governance, strategic planning, Indigenous leadership, public sector management, negotiation, or financial administration is an asset.
- Additional coursework or professional development in employment law, human resources, policy development, or Indigenous self-government is considered an advantage.

EXPERIENCE & KNOWLEDGE

- Minimum four years of senior management or executive leadership experience in a government, Indigenous government, or multi-department organization.
- Experience supervising senior roles such as finance, operations, HR, and department directors.
- Experience working with Indigenous governments, Citizens, and community governance structures.
- Strong understanding of Indigenous rights, title, self-government, reconciliation, UNDRIP, and Crown-Indigenous relations.
- Experience leading or supporting complex negotiations with governments, industry, or regulators.
- Proven financial management experience, including budgets, cash flow, funding agreements, and reporting.
- Experience developing and implementing policies, strategic plans, and administrative systems.
- Knowledge of administrative operations, HR practices, and regulatory compliance in an Indigenous or public-sector context.
- Understanding of Tlingit values, culture, and governance protocols, or willingness to learn.
- Experience building collaborative teams, supporting organizational change, and enhancing capacity.
- Strong communication, relationship-building, and diplomacy skills with Citizens, staff, leadership, and external partners.

COMPETENCIES

- Strong leadership skills with the ability to guide and support Directors, Managers, and staff.
- Strategic thinking and the ability to translate mandates into clear plans and actions.
- Ability to build and maintain respectful relationships with Citizens, staff, governments, and partners.
- Cultural safety, humility, and respect for Tlingit values, governance, and community dynamics.
- Solid governance understanding, including mandates, accountability structures, and decision-making processes.
- Strong financial literacy to support budgeting, financial oversight, and risk assessment.



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- Clear, respectful communication skills, both written and verbal.
- Sound judgment, discretion, and the ability to handle confidential information.
- Skill in negotiations, diplomacy, and managing complex, multi-party discussions.
- Effective problem-solving abilities and steadiness in sensitive or high-pressure situations.
- Ability to coach, mentor, and support staff to build organizational capacity.
- Adaptability and comfort managing shifting priorities and emerging issues.

POSITIONS SUPERVISED

The CAO provides direct supervision to the Chief Financial Officer, all Department Managers, and contractors as required. The CAO also supervises any additional positions as delegated by the Spokesperson.

TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention

CONDITIONS OF EMPLOYMENT

The incumbent must:

- Demonstrate and maintain a high standard of professional conduct in alignment with TRTFN values, governance structures, and applicable legislation.
- Complete a satisfactory Criminal Record Check with Vulnerable Sector Check upon hire and at regular intervals as required by TRTFN.
- Complete a satisfactory Credit Check upon hire and at regular intervals as required, due to financial and organizational oversight responsibilities.
- Hold a valid Class 5 driver's license.
- Comply with confidentiality and conflict of interest requirements, including adherence to TRTFN governance protocols.
- Comply with all TRTFN workplace policies, including occupational health and safety, harassment and violence prevention, equity and inclusion, human resources policies, and IT use.

WORKING CONDITIONS

- Predominantly office-based, involving extensive computer and desk work.
- Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with occasional additional hours as required.
- Periodic travel may be necessary.
- The role is subject to frequent interruptions, shifting priorities, and may require providing support to staff during workplace or personal crises with discretion and professionalism.



JOB DESCRIPTION

Being approachable and part of the community and ensuring Citizen priorities and emergencies are attended to in real time.

- Must be able to lift 5–10 kg (files, office materials).
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Approved by: _____
Spokesperson

Date: _____

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