



# AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

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## **EMPLOYMENT OPPORTUNITY**

**Position Title: Lands Management Officer**

**Location: Sarnia, ON**

**Posting Closes/Deadline: March 15, 2019**

### **Position Summary:**

The Lands Management Coordinator is responsible for the comprehensive management of the Lands Office and Land Registry relating to reserve lands. The Lands Management Coordinator manages all aspects of the Lands Office including supervision of lands staff and development of the annual departmental budget, work plans and policies and procedures. The Lands Management Coordinator reports to the Band Manager.

### **Responsibilities:**

- Manages the day to day activities of the Lands Department including providing the public with information on Lands Department responsibilities, goals, and procedures.
- Assists band members with land transactions as requested.
- Provides accurate information regarding land descriptions, Certificate of Possession holders, right of ways and encumbrances to other departments as requested.
- Provides recommendations and administrative support to the Band Administrator and Chief and Council on lands management issues and policies.
- The direct contact person internally and externally for leases, permits, and other lands related documents for implementation and compliance with the lease terms. Notifies lessors and permit holders of agreement expiry dates as well as working rights protocols and procedures.
- Liaises with Finance staff to ensure proper invoices are sent out to lessors.
- Communicated internally and externally on land management issues relating to legislation (e.g. FNLMA-First Nation Land Management Act, Indian Act).
- Compiles, maintains, and archives all land related documentation.
- Prepares funding applications for special land projects.

### **Other:**

- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Excellent oral and written communication skills
- Excellent public relations, including an appreciation of the need for confidentiality, tact and discretion

- Comprehensive knowledge of the *Indian Act* and Regulation as they pertain to the administration and management of Indian Reserve Lands.
- Ability to identify, evaluate and correctly interpret evidence relating to interests in, title to and status of reserve land; draft and submit land instruments for approval and registration; conduct encumbrance checks in ILRS; identify appropriate *Indian Act* legislation as it relates to instrument type and purpose.
- Ability to use ICS land registry system to conduct encumbrance checks in ILRS/External Agencies.
- Ability to verify membership as it relates to land management (e.g., estates, allotments, transfers).
- Experience preparing meeting agendas, minutes, letters and memos accurately
- Attention to detail and proofreading skills
- Filing and document organization
- Ability to analyze, interpret and apply basic contract law.
- Ability to identify and interpret the Lands Management Manual.
- Ability to read and understand Canada lands Survey Records (CLSR) and Regional Survey of Ontario (R.S.O.).

**Requirements:**

- Mandatory enrollment or completion of the Reserve Land and Environment Management Program Certification Program.
- Graduation from a related post-secondary program.
- Exhibits a high degree of initiative and self-direction
- Excellent analytical, organizational, verbal, and written communication skills.
- Computer and document management skills.
- Time management skills with adherence to tight deadlines.
- Knowledge of land leasing and environmental issues.
- Strict adherence to confidentiality policies.
- Comprehensive knowledge of the Indian Act and other regulations and legislation as they pertain to the management of First Nation lands.

**Application Process:**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation  
 978 Tashmoo Avenue  
 Sarnia, ON  
 N7T 7H5  
 Attention: Lorrie Guggisberg  
 Human Resources Officer  
 Or  
[HumanResource@aamjiwnaang.ca](mailto:HumanResource@aamjiwnaang.ca)  
 Or  
 519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)