



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	LANDS PERMITTING ADMINISTRATOR
HOURS:	FULL TIME (35 HOURS PER WEEK)
TERM:	3 YEAR TERM WITH POSSIBLE EXTENSION
WAGE:	\$45,000.00 TO \$54,600.00 DEPENDING ON EDUCATION AND EXPERIENCE
REPORTS TO:	SUMAS FIRST NATION LANDS MANAGER

1.0 PURPOSE & SUMMARY

Sumas First Nation is seeking an energetic and dedicated person to take on the role of Lands Permitting Administrator. Reporting directly to the Sumas First Nation Lands Manager, the Lands Permitting Administrator is responsible for reviewing and requesting revisions on permit applications as well as issuing the appropriate permits (business permits, development permits and/ or building permits) when finalized. The Lands Permitting Administrator will also be included in the process of conducting site inspections and assessing compliance with the Sumas First Nation Land Code and Laws.

2.0 DUTIES & RESPONSIBILITIES

- Ensures that the Sumas First Nation permitting process is administered in alignment with the Sumas First Nation land Code and Code of Conduct, Land Use Plans and related laws.
- Reviews development permit, building permit and business permit applications to ensure compliance with land use plan, zoning law and Development and Subdivision Law.
- Works directly with applicants on all steps of the permitting process - including that any reports, engineering drawings and service agreements are produced and included in applications as required.
- Educates applicants, developers and community members on Sumas First Nation land laws and land management to build awareness and support compliance.
- Works with the Lands Department to actively monitor compliance with issued permits.
- Maintains a comprehensive tracking system for the permit application process and records and follows up on the issuance for all business licenses when required.
- Assists and provides input on the implementation and amendment of the Sumas First Nation Land Use Plan.
- Provides back-up and support to other Lands Department staff during peak periods or during vacation /leave.
- Other duties as required.

3.0 QUALIFICATIONS

- Post secondary diploma or degree in Land Management, Community Planning, or related Field or an equivalent combination of education and experience.
- 2-3 years related experience in Land Management, Community Planning and/or permit application management.
- Ability to interpret engineered drawings and construction specifications.
- Strong administrative background skills.
- Knowledge of the BC Building Code.
- Prior experience working in a fast-paced office environment with the ability to prioritize.
- Experience in working with First Nations communities and/or organizations an asset.
- Proven ability to maintain confidentiality.
- Working knowledge of office procedures, records management, and document processing.
- Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- First Nations descent is considered an asset.

- Advanced knowledge and expertise about Microsoft Excel, Word, Zoom, Go-To Meetings.
- Appreciation of First Nations culture, traditions, procedures and protocols.
- Knowledge of Sumas First Nation's history, culture and tradition.
- Valid first aid certificate is considered an asset.
- Valid Class 5 BC Driver's License.

TO APPLY:

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com

Deadline: October 25th, 2024