



## JOB POSTING

<b>Title:</b>	Lands Officer
<b>Reports to:</b>	Lands & Leasing Manager
<b>Terms:</b>	1- year Maternity Leave with possibility of permanent *
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	\$32,000 - \$39,000 per annum, dependent on qualifications
<b>Location:</b>	Saugeen First Nation Lands & Leasing Office

### Position Summary:

The Lands Officer is a position with specific functions related to the completion of Saugeen First Nation Land Management Services. The Lands Officer will process all Recreational and Agricultural Lease documents, registers all land documents, processes Land Transfers and issue Certificate of Possession documents. Updates and maintains Saugeen First Nation Geographic System (SFNGIS) and assist band members and employees within the various departments.

### Duties:

- Promote the Saugeen First Nation Vision and Mission Statements
- Maintain the level of professionalism expected by the Saugeen First Nation as outlined through the Personnel Policy
- Maintains records, preparing, reviewing, processing and recording land transactions and leasing documents
- Collects Cottage Lease Rental payments and Service Fees
- Verifying and distributing registered land transaction documents
- Prepare leases and permits, letters of direction and various other legal documents
- Processing new leases, lease applications, renewals, rent revision agreements, relinquishments, and documents relating to leasing as well as individual landholdings
- Defines problems in relation to leasing and applying proper corrective measures under the terms of the lease
- Maintain a working knowledge of Indigenous and Northern Affairs Canada (INAC), Land Registry, Indian Land Registry System (ILRS)
- Maintain and update Saugeen First Nations Geographic System (SFNGIS)
- Maintain certain by-laws ie. Issuance of Building Permits, Sewage System Inspections.
- Maintain 9-1-1 numbering system
- Good knowledge of Environmental issues
- Define boundaries of land as required
- Knowledge of Legal Survey documents
- Performs other duties as required.

### Qualifications:

- Grade 12 or G.E.D. equivalency
- Professional Lands Management Certification Programs Level One and Two preferred
- Computer software knowledge (preferably ArcGIS Map) and MS Excel, Word, Access Database and Outlook.
- Excellent written, verbal and presentation skills
- Ability to communicate with department personnel on a professional level
- Ability to manage time to meet time sensitive deadlines
- Must be bondable and a clean CPIC will be a condition of employment
- Class G Ontario Drivers' License with a clean abstract is required

Applications **MUST** include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday January 18, 2019 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Preference will be given to Saugeen First Nation members who meet the qualifications**

**Only qualified applicants will be contacted for an interview**

Applications will be received:

**At Office:** Employment and Training Centre (519) 797-1224

**By Fax:** (519) 797-3458

**By E-Mail:** [employment@saugeen.org](mailto:employment@saugeen.org)

**By Mail:** Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0

*If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.*