

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Land Office Manager
Department: Mashkiiziibii Natural Resources
Hourly Rate: \$20.00-\$25.00 (DOQ)
Exempt: Non-Exempt -40Hrs/Week
Supervisor: MNRD Director
Posting Date: Public
Opens: July 22, 2022
Closes: August 22, 2022 at 4:30 PM



Summary: The Land Office Manager will assist in a variety of Land Office tasks and projects. This position is a full-time position and will require working a minimum of 40 hours per week. This position is non-exempt (or hourly). The expected start date of this position is August 30, 2022.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintains office and services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions;
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records;
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement;
- Implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments;
- Completes operational requirements by scheduling and assigning employees; following up on work results;
- Keeps the Tribe informed by reviewing and analyzing special reports; summarizing information; identifying trends;
- Maintains and supplies monthly reports to the MNRD Director;
- Maintains office staff by recruiting, selecting, orienting, and identifying training for staff;
- Maintains office staff results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Must attend all relevant training;
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions;
- Monitor progress of land development projects through regular project meetings;
- Assist MNRD/Tribe with special projects or other activities as required;
- Create and review Tribal policy and procedures, codes, and ordinances related to the Land Office and its functions. Ex: Section 6- Chapter 403-Tribal Leases for HEARTH Act Compliance;
- Develop a land record system to deposit leases document that is approved by Tribal Council;
- Identify grants and work with the Tribal Grant Writers to obtain funding related to supporting and building capacity within the Land Office;

- Lead communication with BIA and staff, along with furnish the BIA with copies of all relevant documents and information;
- Securing funds from multiple sources to maintain and expand the Land Office and managing grants or contracts as necessary;
- Purchasing lands (as funding allows) to support the Tribe's goal of preserving culture by reacquiring land base and resources;
- Attend education and outreach functions in the community; and
- Performing other duties as assigned by the direct supervisor and/or Natural Resources Director / Deputy Director.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

Minimum Bachelors Degree in Management, Business or equivalent.

Other Skills and Abilities:

Required:

Proven ability to record and maintain careful, concise, and accurate notes. Must be self-motivated, trustworthy, dependable, and willing to work long hours occasionally. Must also be comfortable with public speaking in front of large groups and also small groups such as Tribal Council.

Background Check:

This position is contingent on the required ability to pass a Bad River background check and a Bureau of Indian Affairs background check. This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Must have good to excellent oral and written skills.
- Must have excellent listening ability

Other Skills:

- Must have experience with Microsoft Office (Primarily Word & Excel)
- Must have mapping experience
 - Must have some GPS and GIS experience
 - Must understand legal land descriptions and basic land surveying methods

Reasoning Ability:

Problem-solving: ability to remain flexible and open-minded.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work sometimes in inclement environments including hot buggy, and remote areas. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov