

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Deputy Director of Natural Resources  
**Department:** Mashkiiziibii Natural Resources  
**Hourly Rate:** Negotiable (DOQ)  
**Full Time:** 40Hrs/Week  
**Exempt:** Yes/Salaried  
**Supervisor:** Mashkiiziibii Natural Resources Director



*Posting Date: In-House*

*Opens: January 25, 2023*

*Closes: January 31, 2023, at 4:30 pm*

**Posting Date: Public**

**Opens: February 1, 2023**

**Closes: March 1, 2023, at 4:30 pm**

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**Summary:** The Deputy Director will serve as an assistant director for the Natural Resources (NR) Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making authority. The Deputy Director will be responsible for working with the NR Director in developing a system to coordinate and integrate programs, to expand services and reduce duplication of services; to ensure natural resource staff meets contract or grant objectives and deliverables; will provide direction and supervision for all management functions, including preparation of grants, contracts, and modifications. Will complete a needs assessment to analyze integration potential, develop management charts to direct supervisory flow and limit span of control to manageable levels, and develop a mechanism to ensure cash flow needs are coordinated with drawdown requests. Will analyze public relations needs and develop a yearly public relations plan.

**Essential Duties and Responsibilities** include the following.

- Assists with the administration of Natural Resource (and Environmental) programs for the Bad River Tribe.
- Helps to promote an organizational culture that fosters engagement in the mission, fosters collaboration among Departmental staff; encourages open and frequent communications between staff; helps develop teamwork; and helps develop a common Department vision.
- Develop, recommend and present findings to shape Tribal policy and Departmental procedures to the appropriate approval authority
- Responsible for establishing and administering a viable organization capable of delivering Tribal programs to the Tribal membership.
- Manage programs under short-term and long-range plans and Tribal objectives and incorporate TEK.
- Directs and coordinates activities so that the objectives of the Tribe are met and are consistent with federal, state, and tribal treaties, laws, regulations, and ordinances.
- Assists with directing Department staff to protect, conserve, preserve and enhance the fish and wildlife, and other valuable natural resources that reside on the reservation and in the treaty waters of Lake Superior for the benefit of Tribal membership.
- Assist Department program managers with prioritizing program goals to ensure the goals are aligned with the Department's mission.
- Directs and coordinates with other Indian organizations, federal agencies, state and local governments, universities, and other sources, to achieve the objectives of the Tribe.
- Keep the Tribe informed and apprised of program funding availability, maintaining liaison with tribal and other federal governments and representatives of state and local governments at the appropriate level.
- Responsible for the fiscal management of all Departmental funds.

- Has authority to obligate and expend funds and approve all vouchers, as directed by the Tribe and its policies.
- Other duties as assigned.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

- B.S. /B.A. degree in Business Administration, Environmental Studies, or related field required.
- Supervisory and fiscal management experience, grant writing, and organizational skills required.
- Working knowledge of the laws and policy regarding Indian treaties, and other reserved rights, tribal sovereignty, and tribal self-governance and self-determination programs.
- Knowledge of BIA/ funding processes; ability to work with contract persons and the public, required.
- Excellent oral and written communication skills are required.
- Experience with computers and current software applications required.

**Preferred:**

- Master's Degree in Business Administration, Environmental Studies, or related field.
- Five years' experience in the Natural Resources field preferred.

**Other Skills and Abilities:**

**Required:**

This is a required driver position.

Knowledge of grant and contract administration.

Experience working with tribal communities and Native American issues.

Must be self-motivating and able to work with little supervision.

**Background Check:**

This position is contingent on the required ability to pass a background check. This position requires a driver check, to meet eligibility for tribal insurance.

**Language Skills:**

Demonstrated communication skills (verbal and written), and public speaking experience, and can organize facts, develop policy and/or recommendations, and present such in a clear, concise, and logical manner.

**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, including fieldwork. Walking, standing, bending, stooping, and occasionally lifting up to 25 lbs. and/or carrying for short distances required. Subject to inside and outside environmental conditions, and must be willing to work in adverse weather conditions, as necessary.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounter 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.

**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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)