

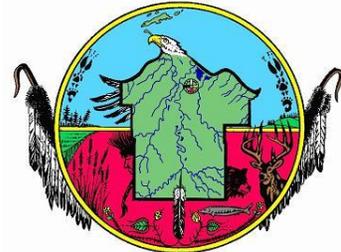
BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BALCKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Deputy Director of Natural Resources
Department: Natural Resource
Hourly Rate: Negotiable (DOQ)
Full Time: 40 Hours
Exempt: Yes/Salaried
Supervisor: Natural Resources Director
Posting Date: In-House
Open: December 13, 2024
Close: December 20, 2024, at 4:30 PM
Posting Date: **Public**
Open: **December 31, 2024**
Closes: **January 16, 2025 at 4:30 PM**
Posting Date: **PUBLIC**
Open: **February 11, 2025**
Closes: **Open Until Filled**



Summary:

This is an assistant director for the Natural Resources (NR) Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The Deputy Director will be responsible for working with the NR Director in developing a system to coordinate and integrate programs, to improve and expand services and reduce duplication of services; to ensure natural resource staff meet contract or grant objectives and deliverables and Tribal objectives and deliverables; will provide direction and supervision for all management functions, including preparation of payroll, grants, contracts and modifications. The Deputy Director will complete a needs assessment to analyze integration and expansion potential. The Deputy Director will analyze public relations needs and develop a yearly public relations plan for the Department.

Essential Duties and Responsibilities include the following:

- Assists with administration of all Natural Resource programs for the Bad River Tribe (The current list of NR programs can be found on the Natural Resources Department's webpage: <https://www.badriver-nsn.gov/natural-resources/>). Collaborate with the NR Director to prioritize program support based on current needs and adjust as needs change.
- Helps to promote an organizational culture that fosters engagement in the mission, fosters collaboration among Departmental staff; encourages open and frequent communications between staff; and help develop teamwork with other tribal departments and other partners.
- Complete tasks in Laserfiche software associated with project reviews and provide support to the Environmental Program and other NRD programs regarding project reviews.
- Responsible for assisting with initiating the Tribe's Strategic Plan (2018) and other approved plans to achieve the Tribal objectives.

- Develops and recommends Tribal policy and Departmental procedures and is responsible for assisting the Director in establishing and administering a viable organization capable of delivering Tribal programs to the Tribal membership.
- Develops and recommends programs and relevant workplans in accordance with short term and long-range plans. Assist the Department program managers with prioritizing program goals and tasks to ensure the goals and tasks are aligned with Department mission.
- Directs and coordinates activities so that the objectives of the Tribe are met and are consistent with tribal treaties and federal, tribal, and other applicable laws, regulations and ordinances.
- Assists with directing department staff to protect, conserve, preserve and enhance the fish, wild rice, 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 (including future generations).
- Directs and coordinates with other Indian organizations, federal agencies, state and local governments, universities and other partners to achieve the objectives of the Tribe. Maintain liaison with tribal and other federal governments and representatives of state and local governments at the appropriate level and in coordination with the Director.
- Is responsible as a pivotal position to keep the Tribe informed and apprised of program funding availability, training needs, challenges, and accomplishments.
- Responsible for assisting the Director with the fiscal management of all Departmental funds.
- Has authority to obligate and expend funds and approve all encumbrances and payments aligned with the Tribe and its policies and applicable grant or funding requirements.
- Fill in for the NR Director as needed.
- 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 below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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 is required.

Knowledge of BIA/EPA/other funding processes is required. Ability to work with contractors and the public is required.

Excellent oral and written communication skills required.

Experience with computers and current software applications (e.g., Microsoft Office, etc.) required.

Preferred:

Master Degree in Business Administration, Environmental Studies or related field preferred.

Five years of experience in Natural Resources field preferred.

Other Skills and Abilities:

This is a required driver position.

Must have a valid driver's license and meet eligibility for tribal insurance.

Knowledge of grant and contract administration required.

Knowledge of payroll and procurement processes is preferred.
Experience working with tribal communities and Native American issues is preferred.
Must be self-motivating and able to work with little supervision.

Background Check:

This position is contingent on ability to pass background check required. This position requires a valid driver's license and must meet eligibility for tribal insurance.

Language Skills:

Demonstrated communication skills (verbal and written), public speaking experience, and have the ability to 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 be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to perform all job duties, including field work. Walking, standing, bending, stooping, and occasional 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 encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions.

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 & Procedure 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: Personnel

P.O. Box 39

Odanah, WI 54861

www.badriver-nsn.gov

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov