

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

PLEASE

POST

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JOB ANNOUNCEMENT

TITLE: Executive Administrator (Location - Odanah, Wisconsin)

CLOSING DATE: January 16, 2018

CLASSIFICATION: Permanent, Full-Time

SALARY: Starting Salary Range: \$72,391 to \$94,108 (Dependent on Qualifications).

Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

GENERAL DESCRIPTION

The Great Lakes Indian Fish & Wildlife Commission's (GLIFWC) Executive Administrator is the agency's chief executive officer and provides the overall direction and management of the agency's programs, budget, and personnel. GLIFWC exercises authority delegated by eleven federally-recognized Indian Tribes in relation to rights guaranteed in various treaties with the United States. GLIFWC's mission and overall programs relate to the Tribes' sovereignty over their hunting, fishing and gathering rights in treaty ceded territories located in portions of areas now known as the States of Michigan, Minnesota and Wisconsin. The Executive Administrator serves at the pleasure of and reports to GLIFWC's Board of Commissioners. The Executive Administrator bears the ultimate staff-level responsibility for implementing the Board's policies and directives. GLIFWC's programs are designed to implement the Tribes' reserved ceded territory treaty rights, to assist the Tribes in exercising their retained sovereign authority regarding those rights, and to conserve treaty-protected natural resources and supporting habitats. The Executive Administrator serves in key leadership and liaison roles regarding the co-management of ceded territory natural resources by GLIFWC's Tribes and with external federal, regional, state, local, and international agencies.

DUTIES AND RESPONSIBILITIES

The Executive Administrator bears ultimate responsibility for the overall supervision and management of GLIFWC's programs and operations utilizing a senior management team consisting of the Deputy Administrator (Division of Administration) and GLIFWC's other Division Heads (Biological Services, Conservation Enforcement, Public Information, Intergovernmental Affairs, and Planning & Development). The Executive Administrator supervises the development of strategic and practical programmatic initiatives that implement and ensure compliance with: the agency's mission and strategic plan; delegated tribal sovereign authority and responsibility; requirements of court decrees regarding natural resource co-management, effective tribal self-regulation, and related responsibilities; fiscal and personnel policies and procedures; specific Board of Commissioners' directives; applicable regulatory requirements; and the provisions of funding awards or other contracts or agreements. The Executive Administrator supervises the development of agency budgets, spending plans, statements of work, and work plans, as well as strategies to secure and maintain a sustainable, diverse funding base (including contract support costs).

ESSENTIAL FUNCTIONS

Within the Executive Administrator's overall duties and responsibilities, essential functions include:

- Administering, implementing and ensuring compliance with GLIFWC's PL 93-638 Self-Determination Act contract with the US Department of Interior, Bureau of Indian Affairs, other similar funding agreements with public or private entities, and any other agreement to which GLIFWC is a party.
- Implementing GLIFWC's Strategic Plan and any other policy directive of the Board of Commissioners.
- Serving as the primary staff liaison with GLIFWC's governing bodies (Board of Commissioners, Executive Committee, Voigt Intertribal Task Force, and Great Lakes Indian Fisheries Committee), coordinating the meetings and agendas of these bodies, and ensuring proper post-meeting follow up.

- Overseeing the work of each of GLIFWC's six Divisions and supervising Division Heads and the Executive Secretary; directing and coordinating all of GLIFWC's activities to ensure that GLIFWC's mission is fulfilled in accordance with GLIFWC's own mandates and requirements, as well as with applicable federal, state, or tribal laws.
- Seeking diverse and sustainable funding necessary to carry out GLIFWC's mission and programs from public and private sources, including through the annual federal budgetary and appropriations processes.
- Ensuring effective communication and productive relationships with and among GLIFWC's member Tribes, with other governments and their agencies, and with non-governmental entities as relevant to GLIFWC's mission; maintaining liaison and partnership relationships with tribal and other governmental officials at the appropriate level; and providing testimony before legislative or administrative bodies, or otherwise serving in a spokesperson's role in relation to GLIFWC's missions and programs.
- Ensuring that GLIFWC faithfully complies with and effectively implements all delegations of authority from its member Tribes, including responsibilities set forth in court decisions, intertribal and other intergovernmental agreements, laws or regulations, and other governing authorities.
- Overseeing the agency's annual budget process and ensuring timely presentation to and approval by GLIFWC's governing bodies, as well as timely submission of funding proposals to relevant agencies.

QUALIFICATIONS

The Executive Administrator must exhibit the skills, knowledge, and abilities necessary to perform the essential functions outlined above, and must possess:

- A post-Bachelor's degree in law, public policy/affairs, management/administration, or natural resources or environmental policy, and at least eight years of pertinent executive management experience; or an equivalent combination of relevant education, training, and experience demonstrating the capability to fill this position.
- Substantial demonstrated expertise and experience in organizational (government or non-government), fiscal, and human resources management and administration.
- Substantial demonstrated knowledge of and experience with law and policy regarding: Indian treaty and other reserved rights; tribal sovereignty, authority and responsibility regarding those rights; tribal self-determination or self-governance programs; and, specifically, Ojibwe treaty rights and the incorporation of Ojibwe perspectives into programmatic activities.
- Demonstrated knowledge of and experience with the preparation of programmatic budgets, budget narratives, statements of work, and work plans, as well as related funding proposals.
- Demonstrated knowledge of and experience with federal appropriations and agency budgetary processes, contract and grant compliance requirements, and governmental audit and accounting standards.
- Computer literacy enabling the use of software systems used in drafting, distributing, and storing documents.
- A high degree of written and oral communication skills.
- Demonstrated leadership success in nurturing and maintaining partnerships with diverse agencies, effectively managing professional staff, and fostering teamwork and productive, respectful working relationships.
- Demonstrated ability to exercise critical thinking, independent judgment, and initiative.
- A valid driver's license (and must be insurable);
- Ability and willingness to travel extensively (locally, regionally and nationally).
- Ability to meet the physical demands associated with the position's essential functions (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

APPLICATION PROCEDURE

Submit a completed application for employment (available at <http://www.glifwc.org/jobs/application.pdf>), letter of interest, and resume (including 3 references) to:

Rose Wilmer, Executive Secretary
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, 72682 Maple Street
Odanah, WI 54861
rwilmer@glifwc.org