



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### *Red Cliff Tribal Council*

#### **JOB DESCRIPTION**

**POSITION:** Planning Administrator

**LOCATION:** Red Cliff Tribal Administration Office

**SALARY:** Negotiable depending upon qualifications, plus benefits

**THIS IS A REGULAR FULL-TIME EXEMPT POSITION**

**SUPERVISOR:** Tribal Administration

***SEE ADDITIONAL REQUIREMENTS WHEN SUBMITTING APPLICATION ON PAGE 3.***

#### **JOB SUMMARY:**

This position requires a detail oriented individual with the ability to organize and direct the completion and implementation of a comprehensive community strategic plan; and, coordinate efforts to address funding needs to carry out the priorities outlined within the plan. Gather and maintain a tribal data base to include data on community demographics. Coordinate activities and initiatives assigned to the Tribal planning staff team.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Staff & Departmental Tasks**

- Supervision of departmental staff including monitoring of task progress and quality, timesheet approval, and evaluation.
- Departmental quarterly reports and annual report compilation.
- Liaison with Tribal Council for projects related to Planning.
- Completion of annual departmental goals and objectives in alignment with tribal strategic plan.
- Monitoring of tribal grant data and creation of reports using eCivis.
- Responsible for monitoring the Planning Department budget monthly. This includes processing staff procurement and training requests.
- Attend monthly Division Director meetings.
- Facilitate bi-weekly Planning Staff Meetings with all departmental staff.
- Attend Tribal Council meetings as required.

##### **Tribal Planning**

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- Assist the Tribal Council with ongoing development and implementation of a strategic plan.
- Track the strategic plan implementation of goals and objectives and report on progress.
- Assist with prioritizing major projects for tribal infrastructure maintenance and future development based upon demonstrated needs and seeks funding sources for them.
- Conduct workshops and trainings as needed for staff and community members for related planning projects.

#### **Development and Grant Writing**

- Write grants to support major projects for tribal infrastructure and future development.
- Maintain federal tribal registration information and log-in passwords for grant submission websites including grants.gov, grant solutions, and others.
- Update on the Helpdesk annual information needed for grant seeking including Tribal Enrollment statistics, Annual Audit, Federally approved IDC and FM rates, and other data.
- Provide grant writing support to Planning staff as needed.
- Evaluate the internal grant seeking approval process and makes adjustments as needed to best facilitate the process. Ensures the new process is integrated into the eCivis grant management system.
- Establish and maintain positive relationships with current and potential funding sources acting as an advocate for the Tribe.

#### **KNOWLEDGE:**

- Have general knowledge of tribal government operations.
- Must have experience with major funding agencies such as the BIA, HUD and other agencies.
- Be knowledgeable of Native American Tribes and the uniqueness of the Red Cliff Community.
- Have general knowledge of issues facing Red Cliff and other Native Tribes.

**QUALIFICATIONS:** Bachelor's Degree in relevant field; required. Five (5) years of successful experience in grant writing and planning. Three (3) years of experience in social and community development. Ability to comprehend, interpret, and apply government regulations and proposal guidelines. Strong computer skills and experience with various software packages. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

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**SUPERVISORY AUTHORITY:** Planning department staff.

**PERSONAL CONTACTS:** Contacts on regular basis with Tribal Administration and various governmental agencies and funding sources. Individual will have daily contact with community members, Tribal staff, customers, vendors.

**PHYSICAL REQUIREMENTS:** Must be able to lift at least 50 pounds. There will be some bending, lifting and reaching in overhead storage, but mostly sedentary work.

**WORK ENVIRONMENT:** Office and outdoor work is required. All tribal buildings are smoke free.

**TRAVEL REQUIREMENTS:** Will be required to travel locally and will also be required to attend meetings/training in and out of state.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified persons will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. A minimum of two (2) examples of work accomplishments.
2. Completed Tribal Application; available on the tribal website
3. Tribal Background Investigation Disclosure; available on the tribal website
4. Resume with at least 3 references.
5. Post-secondary transcripts; if applicable

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**REPOSTED: December 8, 2017**

**DEADLINE: Open until filled**

#### **FOR FURTHER INFORMATION:**

**Red Cliff Tribal Administration Building**

**Human Resources Department**

**88455 Pike Road**

**Bayfield, WI 54814**

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)

[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

**(715) 779-3700 ext. 4268 or 4267**

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject too a drug test prior too starting.**

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**

#### **EMPLOYEE BENEFITS PACKAGE**

#### **THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.

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4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.