



## *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

### **JOB DESCRIPTION**

**POSITION:** Tribal Administration Liaison

**LOCATION:** Red Cliff Tribal Administration Building

**SALARY:** \$40,000 - \$50,000 based upon qualifications

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

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

**SUPERVISOR(S):** Tribal Administration

**JOB SUMMARY:** Tribal Administration Liaison is responsible for ensuring Tribal programs operate in accordance with Tribal laws, policies, and directives of the Tribal Council. Individual acts as Liaison between Division Administrators and Tribal Administration/ Tribal Council.

### **DUTIES AND RESPONSIBILITIES**

1. Assesses capabilities and effectiveness of tribal government administration and programs, oversees processes of organizational / departmental restructuring, improvement and strategic planning; provides recommendations and implements approved management plans and reforms.
2. Confers with Tribal Executives, Program Directors and Administrators to plan program objectives, to coordinate functions and operations between divisions and departments, to establish responsibilities, procedures, and timelines for attaining objectives, and to supervise Administrators in the execution of procedures as necessary. Ensures that functions and requirements of all Divisions are carried out.
3. Works with the CFO and Tribal Executives in the formulation of financial programs, collaborates with the Red Cliff Planning department and other tribal programs to secure funding.
4. Develops and applies a performance evaluation system to be used by Division Administrators to monitor compliance with policies, objectives and standards including but not limited to performance objectives of programs and individuals and directs corrective actions as necessary to improve performance. Reviews managerial workloads, personnel assignments, and status of projects.
5. Plans, develops, presents, and applies strategies and solutions to sustain and enhance government and community services and improve relations with clients, employees,

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funding agencies, other governments and Tribes, and the general public. Provides quarterly progress reports to Tribal Council which includes Division reports.

6. Provides an annual report to the Tribal Council on the administrative and programmatic condition of the Tribe's programs quarterly. Will conduct investigations or research; writing technical, informative, or operational reports and papers; or working on special projects, considering individual's knowledge and experience.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** Supervise all Division Administrators and assigned staff and follow chain of command as defined in "Employee Policy Handbook."

**KNOWLEDGE:** Principles of management, supervision, organizational development, organizational effectiveness, change management and fiscal and administrative oversight of a tribal program organization. Individual must have knowledge of current trends and development in the fields of public administration, capital improvement planning, and strategic planning and budgeting. Laws, rules and regulations, and the interpretation thereof, particularly those applicable to federally recognized Tribes, not limited to the Indian self-determination and Education Assistance Act, Public Law 93-638, Government Performance and Results Act (GPRA), and similar laws and policies of the U.S. Government Departments and Agencies and the State of Wisconsin. Computer operations (computer literacy) including but not limited to e-mail, word processing, spreadsheets, databases, and office networks. Principles of effective oral and written communication and public relations. Must have the ability to define problems, collect data, establish facts and draw valid concepts with conclusions. Individual must display ability to interpret an extensive variety of technical instructions in budgets, tribal law and policy and evaluative functions. Works with Tribal Division Administrators to develop employee training programs, to solve programmatic and budgetary problems. This individual should possess creativity in the area of planned development with the intent of increasing the knowledge, output rate, management skills, and other capabilities of the tribe. This may be accomplished utilizing acquisition, incentives, technology and/or skills towards the goal of strengthening the skills, competencies, and abilities of the tribe and community.

**QUALIFICATIONS:** Individual with a Bachelor Degree in Business Administration, Public Administration or related field required. Individual must have a minimum of 5 years' experience performing duties and responsibilities as described in the complete position description. Knowledge and Experience in the management of tribal organizations and operations. Possess a

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valid driver's license, reliable transportation, and insurance. Be eligible for tribes vehicle insurance and must maintain driver's eligibility as a condition of employment.

**PERSONAL CONTACTS:** May include: Tribal Council Members and appointees; all Tribal employees; representatives of other Tribes: Local, State and Federal government agencies, financial institutions, media, technical consultants, vendors, etc.; and the general public.

**PHYSICAL REQUIREMENTS:** Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

**WORK ENVIRONMENT:** All Tribal offices are non-smoking. Office is located in the Tribal Administration Building.

**TRAVEL REQUIREMENTS:** Regular local and regional travel; occasional air travel.

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

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

1. Applicant shall submit a written statement of the applicant's philosophy regarding the most effective organizational structures and decision processes for the administration of Tribal programs, appointed committees and the Tribal public. Completed Tribal Application; available on the tribal website
  - a. If selected for an interview, applicant will be expected to conduct a 20 minute oral presentation summarizing relevant experience as well as the processes and results of management efforts and initiatives for which the applicant was primarily responsible.
2. 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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**REPOSTING: February 9, 2017**

**DEADLINE: Open until filled.**

### **FOR FURTHER INFORMATION:**

**Red Cliff Tribal Administration Building  
Human Resources Department  
88455 Pike Road,  
Bayfield, WI 54814  
[susie.gurnoe@redcliff-nsn.gov](mailto:susie.gurnoe@redcliff-nsn.gov)  
(715) 779-3700 ext. 4268**

**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 to a drug test prior to 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 CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**

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