Resolution #14-0813-246

Approval of the Director of Commerce Position Description

WHEREAS, the status of the Gaă Čįingles Ziibi Daąwaa Anishinaábek (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which, became effective upon approval by the Assistant Secretary-Indian Affairs on May 3, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Indian Preference in Employment Ordinance #11-600-02 was adopted on May 4, 2011 by Tribal Council Resolution #11-0504-143 and requires specific contents in each job description of the Tribe per §5.06; and

WHEREAS, the Tribal Council has enacted the Department of Commerce Ordinance, #05-800-05, and requires that a Director for that department be appointed by the Ojibwa to carry out legislated mandates and specific functions enumerated therein; and
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WHEREAS, the Tribal Council has enacted Resolutions #13-1030-335 and
#14-0129-021 delegating to the Human Resources Department the authority to
amend job descriptions to bring position descriptions into compliance with the
adopted wage scale; and

WHEREAS, the Human Resources Department did confer with Valiant Consulting to
ensure that the position description salary grade assigned is consistent with the
wage structure and current market conditions; and

WHEREAS, due to budgetary considerations, the Ogema recommends that Tribal
Council adopt this resolution memorializing its concurrence to post and hire the
position titled Director of Commerce, and authorize recruiting for the position
based on the qualifications represented by the position description.

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River
Band of Ottawa Indians hereby approves the position description Director of Commerce
dated July 29, 2014.

IT IS FINALLY RESOLVED THAT the Tribal Council authorizes the post and hire of
the position in accordance with the laws and adopted policies of the Tribe.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted
by the Tribal Council with 6 FOR, 2 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a
Regular Session of the Little River Band of Ottawa Indians Tribal Council held on
August 13, 2014, at the Little River Band’s Government Center in Manistee, Michigan,
with a quorum being present for such vote.

Sandy Mezeske, Tribal Council Recorder

Virgil Johnson, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Human Resources
LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Director of Commerce
DEPARTMENT: Commerce
SUPERVISOR: Tribal Manager
PAY LEVEL: E6
RANGE: $57,123-$85,684
FUNDING SOURCE: Tribal Funds – 100%
BACKGROUND CHECK: Extensive
STATUS: Exempt – Bi-Weekly Pay
PREPARED DATE: July 29, 2014
TRIBAL COUNCIL APPROVAL DATE:

“Indian Preference is applicable in accordance with Ordinance #11-600-02”

SUMMARY
Responsible for the four main functions of the Commerce Department as defined by Code for Little River Band of Ottawa Indians. Functions to include development of Tribal enterprise’s including Tribal member business opportunities; Devise Tribal job development programs; administer Small Business Enterprise program’s and develop and maintain records management system. Perform a variety of tasks as required to fully develop economic opportunities on behalf of the Tribe. Responsible for a comprehensive recording system for commercial transactions, including land record’s management, DBA’s, and corporate charters.

EMPLOYMENT QUALIFICATIONS
A qualified candidate offers:
• Degree in Business, Finance, or related field and 8 years specific field experience in business development, entrepreneurial development, job creation, including statistical analysis and document management.
• 5 years supervisory/managerial experience in business development, finance or marketing
• Valid driver’s license throughout employment
• Accounting/financial statement analysis working knowledge.
• The technical skills of an intermediate user of MS Office Word and Excel, computers and office equipment.

DUTIES AND RESPONSIBILITIES
1. Attend and represent department before the Commerce Commission and Tribal Council, at monthly staff/management, government organization functions, and business development and vendor meetings.
2. Represent the Tribe’s position if requested by the Ogema in meetings with other Tribes or with funding agencies, and in state and federal and any other government entity meetings, and at all times serve as a goodwill ambassador from the Tribe. Must establish these relationships within one year of employment.
3. Plan, in conjunction with the Commerce Commission, for a strategy of Tribal Economic Diversification
4. Attend business related meetings with outside organizations and agencies
5. Assist in the development and implementation of Department of Commerce’s administrative policies and procedures.
6. Prepare and maintain annual budgets, maintain sound fiscal and budget practices, establishing monthly internal controls.
7. Prepare monthly reports on department activities.
8. Develop and maintain department goals, objectives
9. Assist Tribal Members seeking business resource information
11. Implement and manage a sound and secure recording system for commercial transactions, land to trust, real estate transactions, personal property and vital statistics that preserves historical information and protects Tribal and individual interests.
12. Occasional overnight travel for business and/or training may be required
13. Multi-tasking large volumes of work, projects and maintaining deadlines and priorities.
14. Oversee BIA Roads programs; Planning, Grant administration within department, and Enterprises.
15. Continue to develop and grow the Fair Market Housing program.
16. All other duties as assigned.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate:
  Strong leadership and management ability exhibiting the highest degree of professionalism.
  Strong communication skills, both written and oral as well as presentation skills.
  Strong project management skills including planning, development and implementation.
  Strong business acumen, financial analytical skills and decisive problem solving ability.
  Strong understanding of public policy, ability to design public programs to support and foster economic development.
  Strong attention to detail and confidentiality in work processes.
  Ability to make important judgments with regard to varied business matters of significance to the Tribe.
  Ability to work independently and direct work of others.
  Ability to establish and maintain effective working relationships with local business leaders, business association officials; federal, state local and regional economic development officials, commissions, other tribal departments and employees, Tribal Council and the general public.

SUPERVISORY RESPONSIBILITIES
Direct supervision of 2-4 subordinates. Responsible for interviewing, hiring, training, rewarding and disciplining of subordinates, in addition to planning, assigning and directing work. Encourages the on-going development of staff.

PHYSICAL DEMANDS
Sitting for long periods of time; frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

WORKING ENVIRONMENT
Work is typically performed in a climate controlled office environment, though periods of exposure to outdoor elements are to be expected. The employee’s work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.
DISCLAIMER AND CONDITIONS OF EMPLOYMENT
The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver’s License with the ability to be insured under the Tribe’s insurance policy, and successfully completing a 90-day introductory period.

Employee Acknowledgement and Acceptance: ____________________________________________________________

Employee Name and Date

Director of Commerce