



Little River Band of Ottawa Indians

375 River Street
Manistee, MI 49660
(231) 723-8288

Resolution # 04-1020-420

Ratifying Amendments to the Organizational Chart in Regards to Tribal Council and authorizing to post and hire for Tribal Council Secretary position

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Aníshinaábek* (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 13, 2004; and

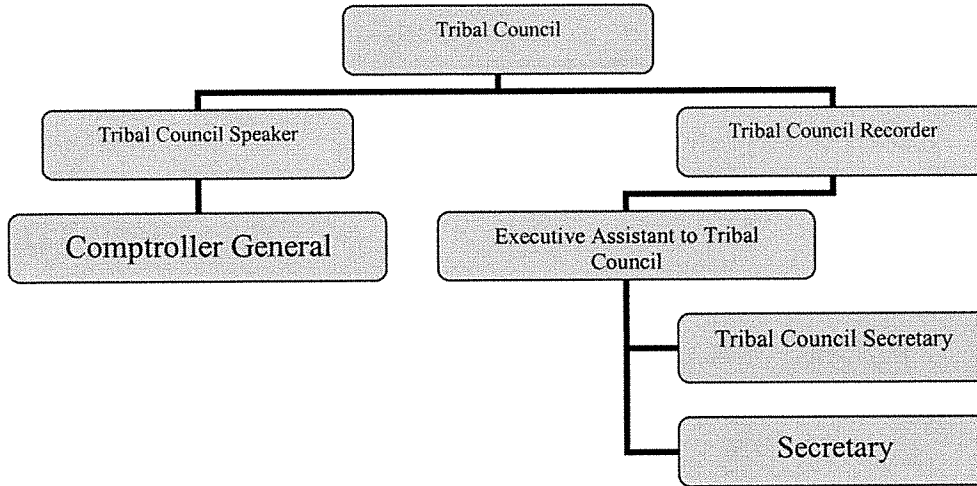
WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council adopted resolution # 04-0303-98 which adopted the Organizational Structure Policy identifying how the organizational structure may be amended; and

WHEREAS, the Tribal Council has determined it is necessary to have a Tribal Council secretarial position to provide clerical support to the various commissions; and

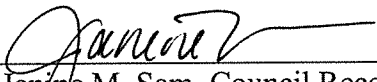
WHEREAS, the Tribal Council organization chart has been updated to reflect this position; and

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby ratifies the amendments to the organizational structure of the Tribal government as identified in the chart set out below in regards to the Tribal Council.

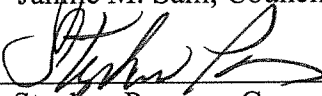


CERTIFICATE OF ADOPTION

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 October 20, 2004, at the Little River Band's Dome Room in Manistee, Michigan, with a quorum being present for such vote.



Janine M. Sam, Council Recorder



Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court



Little River Band of Ottawa Indians

375 River Street
Manistee, MI 49660

JOB DESCRIPTION

JOB TITLE: Tribal Council Secretary	DEPARTMENT: Tribal Council
SUPERVISOR: Executive Assist to TC	PAY LEVEL: 2
STATUS: Non-Exempt-Hourly-Biweekly Pay	RANGE: \$10.01 - \$15.34
BACKGROUND CHECK: Basic (Depending on position may be Extensive)	

SUMMARY:

Perform routine clerical and secretarial work for the Commissions, including typing minutes from the various Commissions, prepare Commission packets, answering phone, receiving the public, answering their questions and/or referring them to the appropriate person

KNOWLEDGE AND CERTIFICATION, SKILLS AND ABILITIES

Knowledge and Certification

Required:

- High school diploma or GED required
- 1 year specific secretarial experience
- Valid drivers license throughout employment as needed

Preferred:

- 3 years specific secretarial experience
- Position specific certification if applicable
- Position specific license if applicable

Skills

Required:

- Good computer skills with experience in word processing, databases, and spreadsheets
- Good organizational skills
- Good written and verbal communication skills
- Good interpersonal and teamwork skills
- Accurate and detail-oriented
- Good problem solving skills

Abilities

Required:

- Ability to maintain high confidentiality
- Ability to independently manage multiple tasks in professional manner
- Ability to work independently with minimum supervision
- Ability to work cooperatively with all Commissions

- Ability to manage extensive amounts of paperwork
- Ability to operate most office equipment (computer, fax, copier, etc)

DUTIES AND RESPONSIBILITIES

1. Operating standard office equipment and machinery, including typewriter, computer, copier and fax.
2. Organize and maintain a central filing system, so that files are presented in an orderly and readily accessible manner at all times.
3. Handle incoming and outgoing mail addressed to the Commissions.
4. Assist in the preparation of Commission materials including meeting packets, agendas, background material, minutes, binders, and posting meeting notices.
5. Maintain inventories of office supplies and materials.
6. Attendance at Commission meetings required, including out of town travel.
7. Serve as goodwill ambassador from the Tribe.

PHYSICAL DEMANDS

Must be able to communicate using written, oral and computer methods. May be required to operate computer equipment.

WORKING ENVIRONMENT

Office and/or outdoor environment. Must be flexible with work schedule. Occasionally must deal with angry or hostile individuals. Occasional overtime required.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

Approval	
Signature	Date
Director _____	
Personnel _____	
Tribal Mgr. _____	
COLA Added: _____	