



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Tribal Manager – Ogema's Office – (1) FT – Regular

SUMMARY: This position is a key member of the leadership team for the Tribe and responsible for the general supervision of Tribal Government offices, employees, and duties under the direction of the Ogema.

EMPLOYMENT QUALIFICATIONS:

Minimum Necessary Qualifications –

- A Bachelor's Degree in Business, Public Administration, Organizational Development, or a work experience of eight (8) or more years in Tribal Government Administration; and
- A minimum of five (5) years of managerial experience; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all the following: any pre-employment interviews, skill testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E7 Hiring Range: \$65,691 – \$87,115 - Commensurate with Verified Qualifications

Status: Exempt /Salary/Bi-weekly Pay

Background Check: Extensive

Application Instructions:

Obtain an application form on LRBOI website lrboi-nsn.gov (under "Employment" heading and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed LRBOI application, cover letter, resume, copy of Bachelor's degree transcripts(if applicable), any trainings/certificates relevant to position,, copy front/back of Tribal ID (if applicable)and copy front/back of driver's license; to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department.

Posted – 09/14/2022

Removal – 09/28/2022