



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Director of Commerce (1 FT – Commerce Department)

Summary: Primary task will be to develop and implement the four main functions of the Commerce Department for Little River Band of Ottawa Indians. Functions to include development of Tribal owned enterprise; Devise Tribal job development programs; administer Small Business Enterprise program and develop and maintain records management system. Perform a variety of tasks as required to fully develop economic opportunities on behalf of the Tribe.

Employment Qualifications- Minimum Necessary Qualifications:

A qualified candidate offers:

- Bachelor Degree in Business, Finance, or related field or 8 years specific field experience in business development, entrepreneurial development, job creation, including statistical analysis and document management; and
- 5 years supervisory/managerial experience in business development, finance, or marketing; and
- Active member in Community/Statewide/Federal professional memberships within one year of employment; and
- Working knowledge of Accounting/Financial statement analysis: and
- Business ownership and/or upper management experience; and
- The technical skills of an intermediate user of MS Office Word and Excel, computers, and office equipment; and
- **Preferred** experience with Tribal enterprise development; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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.

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

Pay Grade: E6 Hiring Range: \$61,779 - \$81,928 – Commensurate with Verified Qualifications
Status: Exempt; Bi-Weekly pay Background Check: Extensive

Application Instructions: Incomplete submissions will not be considered.

Obtain an application form fillable online – www.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; aliciagoff@lrboi-nsn.gov.*

To apply please submit completed LRBOI application, cover letter, transcripts for degree, any/all licensure(s) and/or certifications required/relevant for position, front/back of driver's license, front/back of Tribal ID (if applicable) and resume 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.

Posted: 03/26/2024

Remove: Until Filled