



LITTLE RIVER BAND OF OTTAWA INDIANS

POSITION VACANCY ANNOUNCEMENT

**Position: Food Distribution Supervisor – Food Distribution Department
(1 – Full time – Regular)**

Summary: The position is responsible for the development and administration of commodities programs funded by the Tribe and other funding agencies. The incumbent will prepare regulations, policies, and procedures that are in compliance with Tribal Ordinance, in addition to the supervision of staff and providing for the collaboration of program with other service departments.

Employment Qualifications: Minimum Necessary Qualifications -

- An Associate Degree in Human Services, Business or closely related, or a work experience of two (2) or more years in a warehouse or receiving department, or a
- High School Diploma or equivalent and a work experience of five (5) or more years in a warehouse or receiving department; and
- Three (3) or more years of demonstrated successful supervisory experience as determined at the sole discretion of the hiring manager; and
- Technical skills of an intermediate to advanced user of MS Office 365 software, computers, and office equipment; and
- Must be able to obtain a forklift training certificate within three (3) months of hire and maintain throughout employment, and
- Valid Michigan Operator License with a driving record that qualifies under the Tribe's auto insurance policy; 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: E2 Hiring Range: \$32,660 – \$43,331 – Commensurate with Verified Qualifications

Status: Exempt/Salary/Bi-weekly pay

Background Check: Extensive

Application Instructions:

Obtain an application form on the Tribe's website and request a copy of the position description www.lrboi-nsn.gov or 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, transcripts for Associate Degree (if applicable), any/all licensure(s) and/or certifications required/relevant for position, resume, copy of Driver License front/back and a copy of Tribal ID (if applicable), to:

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

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Incomplete submissions will not be considered.

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.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 09/30/2021 through 10/14/2021

General Posting Period – Subject to outcome of Tribal Member selection process.