



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Legislative Director – Tribal Council (Full Time - Regular)**

Summary: To assist Legislators in successfully fulfilling their public obligations by providing support services in the areas of administration, communication, research, and public relations.

Employment Qualifications: A qualified candidate offers:

- Bachelor's degree with major emphasis in business, political science, public administration, or related field is required; and
- Juris Doctorate or master's degree in Tribal Governance, Public Administration, or related field is strongly desired; and
- Prior supervisory and policy experience is required; and
- Five years' experience working with tribal, state, or federal government in policy or public administration is required; and
- Prior experience working for or with a Tribal Government is required; and
- Extensive knowledge and experience working with Native American communities, culture, customs, and cultural law is required; and
- Enrolled citizen of a Federally recognized tribe or Alaskan native is required.

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

Pay Grade: E4

Hiring Range: \$43,193 – \$57,279

Status: Exempt/Bi-Weekly Pay **Background Check:** Extensive

Application Instructions:

Obtain an application form 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 application, cover letter, resume, copy of Tribal or Alaskan Native ID - front/back, transcripts for Bachelor's Degree, any/all licensure(s) and/or certifications required/relevant for position, and resume; to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231)331-1233; Email: aliciaknapp@lrboi-nsn.gov .*

Incomplete or late submissions will not be considered.

For further information, please contact the LRBOI HR Department.

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.

Posted: 07-22-2021

Remove: Until Filled