



# LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Human Resources Manager - Full Time – Regular**

**Summary:** The position is a key member of the leadership team for the Tribe and responsible for the independent and self-directed supervision of all operations and functions of the Human Resources Department. Guided by the principles of fairness, inclusion, customer service, and teamwork, the position will provide leadership necessary to promote a results-oriented work environment to meet the human resource needs of the Tribe.

## **Employment Qualifications:**

### **Minimum Necessary Qualifications -**

- Bachelor's Degree in Human Resources, Business Administration, or closely related field; and
- Six (6) years of experience in human resources with a minimum of Three (3) of those years in human resources management experience; 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 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:** \$57,123 - \$75,753 – **Commensurate with Verified Qualifications.**

**Status:** Exempt/Bi-weekly

**Background Check:** Extensive

## **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://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](mailto:aliciaknapp@lrboi-nsn.gov) .*

*To apply please submit completed application, cover letter, transcripts for degree or class schedule, any/all licensure(s), relevant certifications, a copy front/back of driver license and resume to:*

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

*Phone: (231) 398-6859; Fax: 231-331-1233 Email: [aliciaknapp@lrboi-nsn.gov](mailto: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 – 05/11/2022 through 05/20/2022**

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