



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Wildlife Division Manager - Repost - (1 Full Time - Regular)

Summary: This position leads and is responsible for all activities and results of the Tribe's Natural Resources Department Wildlife Division.

Employment Qualifications: Minimum Necessary Qualifications –

- Master's degree in Biology, Wildlife, or closely related field and **Two (2) years'** experience in a wildlife management field OR a bachelor's degree and **Five (5) years'** work-related experience in wildlife management; and
- Demonstrated leadership experience in the Natural Resources management field; and
- Federal grant management, implementation, and budgeting experience; and
- Knowledge of wildlife management, forestry, ecology, experimental design, statistical analysis, technical writing, Tribal natural resources, and wildlife issues; and
- Knowledge of the 2007 Inland Consent Decree and treaty rights in the 1836 Ceded territory; and
- Intermediate computer skills for Microsoft Office Suite; and Basic computer skills for ArcGIS suite of software, statistical software; and
- A valid Michigan's Operator's license with the ability to be insured under the Tribe's insurance policy; and
- Strong verbal communication, written communication, organizational, project management, interpersonal and teamwork skills; and
- Heightened attention to detail and accuracy; and
- Commitment to confidentiality; and
- The ability to work cooperatively with other departments, tribes, state, and federal agencies; 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, 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.

Preferred Qualifications:

- Extensive knowledge of the Inland Consent Decree
- Experience developing program goals and objective
- Demonstrated experience in managing, supervising, and leading subordinate staff
- Experience with formal and informal government to government consultation

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

Pay Grade: E5 **Hiring Range:** \$49,672- \$65,871 - **Commensurate with Verified Qualifications**
Status: Exempt / Hourly/Bi-weekly Pay **Background Check:** Basic

Application Instructions:

Obtain an application form and a copy of the position description online at LRBOI-nsn.gov under "Employment" heading 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, resume, transcripts for Master's degree, any/all licensure(s) and/or certifications required/relevant for position, a copy front/back of current Tribal ID (if applicable) and a copy front/back of current driver's license to:

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

Fax: (231)331-1233; Email: apply@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 the complete job description or further information, please contact the LRBOI HR Department.

Posted: 09-01-2022

Removal: 09/15/2022