



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Environmental Division Manager - (1 Full Time - Regular)**

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

### **Employment Qualifications: Minimum Necessary Qualifications –**

- Master's Degree in Environmental Sciences, Biology, Environmental Policy, or closely related field and two (2) years' experience in an environmental field OR a Bachelor's Degree and five (5) years' experience in Environmental Sciences, Environmental Policy or closely related field; and
- Demonstrated leadership experience in the environmental field; and
- Federal grant management, implementation, and budgeting experience; and
- Knowledge of Tribal natural resources and environmental issues; and
- Knowledge of Tribal and USEPA interaction on environmental issues on Tribal Lands; and
- Knowledge of Tribal 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 and Great Lakes Consent Decrees
- Experience developing program goals and objectives
- 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: \$58,240 - \$69,165 - Commensurate with Verified Qualifications (Minimum Qualifications ++, \*Preferred Qualifications" and \*Superior Performance; as detailed above).**

**Status: Exempt/Bi-weekly Pay**

**Background Check: Basic**

**Application Instructions: Incomplete submissions will not be considered.**

**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: [aliciagoff@lrboi-nsn.gov](mailto:aliciagoff@lrboi-nsn.gov). **Continued on next page.**

**To apply please submit completed - LRBOI application, cover letter, resume, transcripts for Master's or Bachelor'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](mailto: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: 05/18/2023**

**Removed: 06/01/2023**