



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Air Quality Specialist - NRD - (1 Full Time - Regular)

Summary: This position will be responsible for assisting the Environmental Coordinator in managing the LRBOI Air Quality Program by evaluating and monitoring the Air quality of the Tribal Reservation area. This position includes fieldwork, technical report writing and data analysis. This position is funded under a grant from US EPA.

Employment Qualifications: Minimum Necessary Qualifications -

A qualified candidate offers the following:

- Bachelor's Degree in Biology, Physical Science, Environmental Sciences, or closely related field; and
- Two (2) years' work experience in air quality or closely related field; and
- One (1) year of prior supervisory (at a minimum leading projects or surveys, directing daily work assignments of field personnel) experience; and
- Intermediate computer skills in Microsoft Office 365 applications; 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: E4 **Status:** Exempt /Bi-weekly Pay

Background Check: Basic

Hiring Range: \$46,714 - \$61,498 - **Commensurate with Verified Qualifications**

Application Instructions: Incomplete submissions will not be considered.

Obtain an application form (fillable online) and a copy of the position description by contacting Human Resources or visit our website at lrboi-nsn.gov under the "Employment" heading:

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

Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov Attn: HR

Incomplete submissions will not be considered.

To apply please submit: completed LRBOI application, cover letter, resume, degree transcripts, copies of any/all licensure(s) and/or certifications required/relevant for position, copy front/back of Tribal ID (if applicable) and copy front/back of driver license; to:

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

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

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.

Posted: 04/15/2024

Removal: Until Filled