



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## EXECUTIVE DIRECTOR

### *Position Description*

Opens: February 5, 2019 Closes: March 18, 2019			
<b>Department:</b>	Executive Direction	<b>Reports to (title):</b>	Reservation Tribal Council
<b>Job Code:</b>	EX-20	<b>Job Location:</b>	Bois Forte Tribal Government Office – Nett Lake, MN
<b>Pay Range:</b>	Min: \$94,786.70 (\$45.571) Mid: \$126,382.27 (\$60.76) Max: \$157,977.84 (\$75.95)	<b>Supervises:</b>	Executive Assistant, Senior Executive Assistant, All Senior Management
<b>Hours/week:</b>	40	<b>Classification:</b>	Executive
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	02/01/2019
		<b>Revised Date:</b>	02/01/2019

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Executive Director provides executive level administration and management of the Bois Forte’s governmental operations.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Controls the acquisition and distribution of the Tribe’s fiscal, material, and human resources to advance and sustain Tribal goals, objectives, and compliance specifications. Performs a wide range of management system activities related to accounting, finance, contracting, property, and personnel operations and discretionary activities that serve to support effective Tribal Government operations.
2. Supervises the executive staff, completes staff performance evaluations, performs job training and orientation, uses employee diagnostic instruments for performance and improvements, and evaluates and implements performance management systems specific to departmental issues. Includes assignment of duties, work schedules, leave requests, and monitoring of employee work standards.
3. Directs the establishment, implementation, and communication of goals, objectives, policies, and procedures in accordance with strategic plan and applicable laws, regulations, ordinances, and regulatory agencies.
4. Ensures compliance with Tribal and Federal laws and regulations applicable to programs, services and activities undertaken for the benefit of the Bois Forte Band.
5. Ensures compliance with requirements of contracts, grants and agreements under which the Band performs or contracts for services.

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6. Monitors progress on and ensures implementation of RTC directives and policies and provide periodic reports to the RTC with respect to such matters.
7. Reviews budgets and budget justifications prepared by department Directors/Commissioners for all programs and activities and monitors expenditures within budget limit.
8. Negotiates indirect cost rate after reaching consensus with finance department, and as authorized by Tribal Council.
9. Cooperates and consults with other Band employees, as well as Federal, State and Tribal governments and private entities, for the purpose of enhancing the delivery of governmental services by the Bois Forte Band.
10. Oversees and facilitates preparations for meetings of the Tribal Council, including identification and notification of persons whose attendance or participation is necessary; attending meetings at the direction of the RTC, as well as meetings which are integral to the duties of the Executive Director.
11. Reviews all proposals and results for RTC action; identifies issues and assigns responsibility for issue/proposal development to appropriate staff, consultants or contractors.
12. Represents the RTC, as directed, before various public and private entities.
13. Facilitates the resolution of conflicts involving departments of the RTC, presents options for dispute resolutions to department Directors/Commissioners and the Tribal Council.
14. Serves as the first contact for persons or entities seeking to do business with the Band.
15. Communicates RTC policies and directives to employees and others.
16. Supervises and directs department Directors/Commissioners, to include assigning tasks, evaluating performance, imposing discipline and handling grievances, all in accordance with the Band's Personnel Policies and Procedures.
17. Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Five years of experience in Tribal or other government operation</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Master's Degree in Business Administration or Public Administration or related field or equivalent experience. (In lieu of a Master's Degree an additional seven (7) years of related experience is required in addition to the minimum mandatory experience qualification.)</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• None</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of government fund accounting.</li><li>• Knowledge, skills and abilities to perform essential duties and responsibilities of the position satisfactorily.</li><li>• Experience in directing or managing Federal Grants or Contracts.</li><li>• Knowledge of the Indian Self-Determination Act as amended, P.L. 93-638, BIO and Indian Health Services contracting requirements.</li><li>• Ability to plan and direct complex work projects.</li><li>• Ability to develop, present and gain acceptance of long-range program plans and budgets.</li><li>• Knowledge of the current Federal laws, regulations, legislation, economic trends and developments in the area of responsibility.</li><li>• Experience in Treaty Rights Protection and Government-to-Government relations.</li><li>• Demonstrated educational achievements, completion of specialized training or relevant experience.</li><li>• Ability to read, analyze and communicate the requirement of American Indian programs.</li></ul> |

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- Ability to communicate verbally and in writing with employees, supervisors and Federal, State and Tribal government officials.
- Knowledge and understanding of governmental administration and programs; and general knowledge of the principles of government contracting, grant administration and accounting.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### PREFERRED QUALIFICATIONS

- None

### WORK ENVIRONMENT

- Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

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Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [mlilya@boisforte-nsn.gov](mailto:mlilya@boisforte-nsn.gov). Applications received after the closing date will not be accepted.**