



Bois Forte Band of Chippewa

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

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Position Description

Opens: May 13, 2019 Closes: May 17, 2019			
Department:	Planning & Community Development	Reports to (title):	Executive Director
Job Code:	E-15	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$51,101.93 (\$24.568) Mid: \$63,877.41 (\$30.710) Max: \$76,652.89 (\$36.852)	Supervises:	Grant Manager Grant Writer
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	05/02/2019
		Revised Date:	05/02/2019

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 Planning & Community Development Director is responsible for the overall community and economic development of the Bois Forte Reservation, including planning, organizing, and directing all activities of the department, including budgeting, management of facilities, program planning, project management, and personnel management.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Work closely with the Tribal Council, Executive Director, Directors, and the community to identify the current and future needs for the overall development of the Bois Forte Reservation, and to make and implement plans to address those needs.
2. Oversee Planning & Community Development activities associated with community planning, economic development, grant writing, and other duties as required.
3. Provide assistance to Tribal Government departments on select projects including policy development, budgeting, negotiations with Federal and State agencies, program administration requirements, the review of program grant opportunities and the preparation of select, competitive grant application.
4. Directly manage or assign responsibility for the management of specific projects and programs, and implementation of appropriate grant projects for the overall benefit of the community.
5. Conduct feasibility studies for proposed community development projects. Analyze design, policy and financial alternatives, and makes recommendations based on this analysis.

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6. Develop positive, cooperative relationships with local, Federal, and State agencies.
7. Prepare and submit required program reports and maintain project program records.
8. Maintain current demographics and statistical data on Tribal resources, assets, and circumstances affecting Tribal community development.
9. Make project presentations to the RTC, and advise the RTC on issues related to planning and community development.
10. Perform research and analysis for special projects and community/planning issues.
11. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Six or more years' experience in planning and community development, at least three of which is in a management position. |
| Education: | <ul style="list-style-type: none">• High School Diploma |
| License/Certification: | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Expertise and experience in land use planning, project management and finance, and community planning & development process.• Expertise in grant writing.• Knowledge of and experience with a variety of project financing and funding sources.• Expertise in program management and administration.• Considerable knowledge of and experience working with governmental agencies and processes related to community development, land use, long range planning, and project management.• Ability to envision future development alternatives and to solicit community input about the future vision for the Reservation• Ability to inspect work in progress, identify deficiencies and gain cooperation in correcting problems.• Ability to plan steps in a project, establish and monitor schedules, coordinate work of others and meet established deadlines.• Ability to work well with other professionals and members of the community and to develop input and support for community development on the Reservation.• Skill in conflict resolution and negotiating.• Supervision experience• Excellent written and verbal communication skills.• Ability to manage multiple projects and meet multiple deadlines.• Sound judgement and decision making skills.• 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. |

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PREFERRED QUALIFICATIONS

- Work Experience in Tribal Governments
- Bachelor’s Degree in Planning, Geography, Community or Social Development, Administration, Business, or related field.
- Work experience in the areas of land planning, community and economic development, project management, or related field.

WORK ENVIRONMENT

Work environment: 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

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.

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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 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. Applications received after the closing date will not be accepted.