



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Chief Operating Officer

Location: White Earth RBC

Pay: \$49.18/hr.

Benefits: Full

Open: 09-05-18

Close: 09-18-18

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for leading daily operations and procedures of the White Earth Business Committee.

Position outcomes:

- Directs and oversees all aspects of various divisions and departments to ensure program objectives are met and scope of work completed.
- Develop, in collaboration with the Executive Director and the Chief Financial Officer, an annual operating plan that supports the RBC's long term operational strategy.
- Assists with annual budget preparation accordance to established policies and procedures to ensure the best use of program funds.
- Establishes and initiates short and long-range goals and recommendations affecting assigned departments or programs to conform with organizational objectives.
- Assist the Executive Director in overseeing the RBC's goals, achievements and collaborative working relationships with all other entities.
- Maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels while promoting tribal preference.
- Perform other functions related to the office of the COO or as may be requested by the Executive Director or the Tribal Council.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, human resource modeling, and the coordination of people and resources.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to monitor and/or assess performance of others and programs or the entire organization to make improvements or take corrective actions.
- Ability to write reports, business correspondence and/or procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy

Qualifications:

- **Bachelors degree (B.A. or B.S.) from an accredited university in Administration, Business, Management or related field and at least five (5) years' experience in higher level administration, or supervision; OR equivalent combination of education and experience preferred. Equivalent combination of education and/or experience within a Tribal organization can be combined to meet the necessary qualifications.**
- **Must have a valid MN Driver's License and proof of insurance for travel between sites.**

Mail Applications to:

White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.