



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: Executive Director

Location: White Earth RTC

Pay: \$59.00/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 to formulate policies and strategies to provide overall direction to the White Earth Reservation programs and services.

Position outcomes:

- Establishes and initiates short and long-range goals and recommendations affecting departments or programs to conform with organizational wide objectives.
- Coordinates operational and administrative activities through the entire Reservation and organization.
- Serves as top executive on behalf of the White Earth Reservation Tribal Council and organization to ensure the Reservation is adequately represented in a professional manner.
- Oversees multiple departmental budgets and expenditures in accordance to established policies and procedures to ensure the best use of program funds.
- Represents the Reservation with external agencies including State, Federal, and Local governmental agencies on behalf of the Reservation.
- Performs other duties and responsibilities as required or assigned.

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 use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- 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.
- Skilled in the operation of office equipment, including: copiers, fax machines, and/or 10-key adding machines.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Qualifications:

- **Bachelor's degree (B.A. or B.S.) from an accredited university in Administration, Business, Management or related field and at least six (6) years' experience in higher level administration, or management within a tribal organization; 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.