



Bois Forte Band of Chippewa

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

477 DIRECTOR

Position Description

Opens: June 23, 2022			
Closes: July 25, 2022			
Department:	477 Tribal Workforce Development Program	Reports to (title):	Executive Director
Job Code:	EX-17	Job Location:	Nett Lake, MN
Pay Range:	Min: \$59,362.55 Mid: \$79,150.06 Max: \$98,937.58	Supervises:	Early Childhood Education Programs, Registrar and Education Specialist
Hours/week:	40	Classification:	Exempt
Type of Position:	Full time	Effective Date:	06/22/2022
		Revised Date:	06/22/2022

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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Provide leadership and day-to-day coordination of all tribal workforce development and related programs featured in the Bois Forte Band’s Public Law 102-477 Program: Adult Basic Education (ABE), Career Development and Drivers’ License, TERO (Tribal Employment Rights Ordinance), Childcare - CCDF, Vocational Rehab, Community Action (CAP), and CSBG.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide strategic-focused leadership of Bois Forte’s 477 Program, ensuring that the Program advances the Band’s long-term priorities for comprehensive workforce development of Band members.
2. Provide day-to-day coordination and oversight of all program operations. Make sure all programs comply with all Federal and State regulations.
3. Design and hold regular meetings of 477 Program staff and Band leadership to ensure the ongoing effective administration of Bois Forte’s 477 Plan and identify areas where Bois Forte can adapt, strengthen, and grow its 477 Program to meet the needs of Band members.
4. Plan and oversee all operational annual budgets.
5. Oversee marketing and communication for all 477-affiliated programs.
6. Actively participate in all required Federal and Minnesota program meetings and trainings.
7. Represent all 477-affiliated programs in Federal and State initiatives, sharing new information and research with staff.

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8. Prepare for and lead staff development and training sessions as required.
9. Drive the development and management of the program budget. Monitor and track both institutional and grant expenditures.
10. Assist with the development and modification of program policies and documents.
11. Provide leadership in developing new programs and implementing new project management activities as needed.
12. Work closely with Bois Forte Human Services Director.
13. Manage and understand all on-site Software systems i.e. Tribe-Vue and all MN State systems.
14. Lead the other program directors in preparing regular and monthly reports related to program activities and outcomes; Understand all program compliance requirements with federal, state, local, and institutional rules, regulations, and grant requirements.
15. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three or more years of experience in directing organizational policies and strategies.• Five or more years' experience in upper management/operating programs.• Three or more years of experience in coaching and developing a leadership team. |
| Education: | <ul style="list-style-type: none">• Bachelor's Degree required (Experience maybe used in lieu of education. Additional experience required depends on level of education.) |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid State of Minnesota driver's license, reliable transportation, proof of insurance, and be eligible to drive under any other motor vehicle use polices applicable to the position. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to apply a variety of management, supervisory, and leadership techniques to ensure effective and efficient operations.• Knowledge and skill in operating a variety of multimedia equipment, computer systems, hardware, and relevant software applications.• Knowledge of specific processes, policies, and procedures of office management and workflow procedures to include effective management of workload, i.e. prioritizing, and organizing work.• Knowledge and skill in managing project and departmental budgets.• Knowledge of federal and state laws, rules, and regulations regarding area of practice.• Ability to deal with a variety of highly confidential information, records, and sensitive situations in an effective manner• Skill in communicating with Tribal Council members and other Directors regarding Program policies and procedures• Skill in gathering, compiling, and presenting information in oral and/or written form.• Effective communication and interpersonal skills as applied to interaction with staff, community leaders, faculty, students, and the public.• Skill working in a diverse multi-ethnic, multi-cultural populations.• Ability to work independently and build team members to accomplishing program goals.• Ability to analyze situations, develop solutions, and make independent decisions based on established guidelines.• Ability to establish and maintain cooperative working relationships with program staff, faculty, administrators, and outside partners.• Must successfully pass a criminal background investigation.• Must have excellent attendance and work ethic. |

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PREFERRED QUALIFICATIONS

- None

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to 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 40 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.
- Vaccine Requirement:** The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption

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from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

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 V. Lilya 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.