



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335

<b>Job Title:</b>	Human Resource Director	<b>Open Date:</b>	January 20, 2023
<b>SLT Program:</b>	Human Resource Department	<b>Close Date:</b>	February 3, 2023

**Position Objective: The Human Resource Director is responsible for the successful operation, management, and development of the Human Resource Department. Manages and coordinates the recruitment, training, and retention functions for the Spirit Lake Tribe. Reports directly to the Spirit Lake Tribal Council. Supports program directors with employee processes and supervises HR employees. Adheres to the highest level of confidentiality.**

**Major Duties & Responsibilities:**

- Responsible for all Human Resource activities to include employment, compensation, benefits, training, and job development.
- Interview job applicants, review applications, resumes, evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Develop and maintain employee orientation program for new employees on the Human Resource Policies and Procedures.
- Prepare and maintain Spirit Lake Tribe's salary structure, job documentation, and job evaluation systems.
- Prepare, process, review and distribute payroll documentation to the Finance Department and other departments as needed.
- Assist in the administration and explain benefits to employees, serve as liaison between employees and insurance carrier.
- Recommend, develop, and schedule training and development courses.
- Provide direction, assist and follow-up on the Human Resource policies and procedures, and documentation.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Recommend, develop, and maintain Human Resource databases, computer software systems, and manual electronic filing systems. The database management system must be in a location that is secure.
- Develop and revise the policy and procedural manual on an annual basis as needed.
- Other duties as assigned.
- Develops promotional material to aid in recruiting and represents the Tribe at selected job fairs.

**Qualifications, Experience, and education required:**

- Bachelor's Degree in Business Administration, Human Resource Management or Education.
- Three to five years' experience in Human Resource Management or work-related experience.

- Knowledge of Labor Laws, recruitment, retention practices and Tribal Employment Rights Ordinance.
- Must have strong communication skills, management skills, analytical skills, writing skills, and proficiency in Word Processing and Spread Sheet presentation.
- Knowledge of federal and state employment and benefit laws. Strong interpersonal and communication skills. Ability to analyze data and provide recommendations.
- Visibility requires maintaining a professional appearance and providing a positive company image to the public.
- Valid Driver's License. Insurable under the SLT driving policy.
- Must not have been convicted a felony.
- Due to the sensitive nature of this position, a background check will be conducted.
- Bonding of the applicant shall be required.
- Final applicant must comply with drug and alcohol testing upon employment regulations.

<b>Job Role:</b>	Human Resource Director	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Spirit Lake Tribal Council
<b>Monthly Salary Range:</b>	Neg./D.O.Q.	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non- exempt</b>	Non-Exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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