



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:	Director	Open Date	June 21, 2024
Program:	Human Resource Department	Close Date	Until Filled

Position Objective: This position is responsible for directing the Spirit Lake Tribe's human resources functions, managing, and coordinating the recruitment, training, and retention functions for the Spirit Lake Tribe, and providing oversight, direction, and mentoring to Human Resources staff. Adheres to the highest level of confidentiality.

Work is performed and duties are carried out in accordance with established policies and procedures.

Major Duties & Responsibilities

- Plans, develops, organizes, and directs activities to carry out the goals and objectives of the Human Resource department related to employment, compensation, benefits, training, and job development.
- Hires, trains, assigns, schedules, directs, supervises, evaluates, and disciplines employees of the Human Resource Department.
- Maintains knowledge of the legal requirements and government reporting regulations affecting programs/functions and ensures that policies, procedures, and reporting comply.
- Develops the operating budget for Human Resources; allocates funds, control costs, and maintain program operation within established budget; modifies as needed.
- 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 data bases, computer software systems, and manual electronic filing systems; ensure database management system is in a secure location; ensure all human resource and personnel records are kept current and compliant.

- Develops promotional material to aid in recruiting and represents the Tribe at selected job fairs.
- Provides assistance and guidance to managers and employees with matters such as the interpretation of policies, employee rights and obligations, harassment, and threats of violence; enforces adherence to requirements; advises management on needed actions.
- Partner with leadership to develop and execute human resource and improvement strategies; gathers information and prepares special reports on human resource issues; provides overall leadership and guidance regarding the human resource function.
- Consults with legal counsel as appropriate, or as directed, on personnel matters.
- Responsible for the annual review, preparation and administration of the Tribe's wage and salary program; develops and implements comprehensive compensation and benefit plans that are competitive and cost effective.
- Works directly with managers and supervisors to assist them in carrying out their responsibilities on personnel matters; provides information, deadlines, and reminders regarding human resource requirements.
- Works with vendors and outside agencies to coordinate and implement human resources processes and systems.
- Identify and manage resources to deliver effective solutions.
- Performs related duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Spirit Lake Tribe departments, programs, and services.
- Knowledge of state and federal employment and labor laws and practices including the Tribal Employment Rights Ordinance.
- Knowledge of human resources management principles, practices and procedures including those related to benefits management, employee compensation, performance management, and employee and labor relations.
- Knowledge of management principles and practices.
- Knowledge of budget preparation and finance.
- Knowledge of program planning and development principles.
- Knowledge of modern office principles and practices.
- Knowledge of computers and job-related software programs.
- Ability to understand, appreciate, and maintain the highly sensitive nature of confidentiality in employer/employee relationships and records.
- Ability to work independently and exercise independent judgment.
- Ability to work under pressure and produce quality work within tight time constraints.
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develops alternative solutions; work well in group problem solving situations; and uses reason even when dealing with emotional topics.
- Ability to work with personal computers and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to organize the multiple demands of the job.

- Skill in planning, organization, and prioritization of work.
- Skill in exercising good judgment and creative problem solving.
- Skill in negotiation and conflict resolution.
- Skill in presenting information.
- Skill in use of personal computer and a variety of job-related software applications.
- Skill in oral and written communication.
- Skill in problem solving, mediating, and resolving disputes, and interpersonal relations.
- Skill in establishing effective working relationships with internal agency staff and relevant community organizations.
- Skill in the maintenance of files and records.
- Skill in the analysis of data and formulation of recommendations.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. The employee must be able to read, write, speak and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This is a management level position with responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions of a single organization-wide function. The employee is accountable for the effective and efficient management of the work to achieve goals and objectives. The employee usually receives limited guidance in the form of approval/denial on matters of policy, service levels, goals or objectives from high authorities.

Qualifications, experience, and education required:

- Bachelor's degree and one (1) year of experience, or associate's degree and three(3) years' experience, or high school diploma or GED and five (5) years of progressively responsible experience..
- Experience demonstrating knowledge of Labor Laws, recruitment, and retention practices.
- Must maintain a professional appearance and provide a positive company image to the public.
- Possession or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.

- Must successfully pass a criminal and background check, and a pre-employment drug screen; bonding is required.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 AND 474.

- Employment is contingent upon the outcome of all required criminal background checks and pre-employment drug screen.

Job Role:	Director	Department	Human Resource Department
Status	Full-time	Supervision	Tribal Council
Grade	23	Manages Others:	yes
Number of Vacancies:	1	Classification: Exempt/Non-exempt	Non-exempt

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or tr.littlewind@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	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.