

**APPLY IN PERSON AT:**  
Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

**POSITION TITLE:** General Manager  
**POSITION NUMBER:** 09012  
**DEPARTMENT:** Tribal Administration  
**LOCATION:** 909 Packerland Dr Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Oneida Business Committee  
**SALARY:** E12 \$122,257/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** November 26, 2018  
**CLOSING DATE:** December 10, 2018  
**Transfer Deadline:** December 3, 2018  
**Proposed Start Date:** ASAP

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

This position will provide strategic leadership and direction to assigned non-enterprise divisions. Incumbent is responsible for ensuring staff is accountable for their performance, motivating staff to improve performance and being responsible for the measurement and assessment of existing processes to create effective and efficient value-added processes. This may include re-organization of assigned divisions and staff with the ultimate goal of improved and cost-effective efficiencies and improved customer service. This position is responsible to the Oneida Business Committee Officers and is a contracted position. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

##### Setting strategy and direction:

1. Increase effectiveness of the organization by mentoring and coaching direct reports and holding them accountable to performance standards,
2. Guide the direction of the organization by establishing, implementing, and communicating important components of the strategic plan, such as; goals, objectives, values, strategies, analyses, and policies and procedures.
3. Collaborate, develop and implement continuous improvement plans for the operations, which include quality control measurements.
4. Responsible for managing the workforce according to Strategic Workforce Planning principles.
5. Assist in the reorganization of the governmental/profit-making structure.

##### Allocation of the Nations resources to align with the Nation's strategic directions:

1. Develop, implement, evaluate and report on the organization's fiscal performance in collaboration with the Chief Financial Officer.
2. Prepare and present reports concerning activities, services, budgets, or other items from the operations as deemed necessary.

## **JOB DESCRIPTION**

### **General Manager**

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### **DUTIES AND RESPONSIBILITIES (Cont):**

#### **Build a Positive Organizational Culture:**

1. Drive a high performing, ethical, accountable and positive organizational culture.
2. Encourage a positive working relationship between departments and the community, including Tribal, local, state and federal governments.
3. Promote and enhance a positive image of the Oneida Nation.
4. Advise elected officials on tribal policy and participate in updating and implementation of Tribal laws, as needed.
5. Facilitate and supervise regular executive meetings.
6. Shares information with others and facilitates the open exchange of ideas and information.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Assist in the reorganization of the governmental/profit-making structure.
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Work is generally performed in an office setting with a moderate noise level.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

### **STANDARD QUALIFICATIONS:**

#### **Setting strategy and direction:**

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, change management, leadership technique and coordination of people and resources.
2. Ability to evaluate statistical compilation and analyses.

#### **Allocation of the Nations resources to align with the Nation's strategic directions:**

1. Knowledge and ability to efficiently and effectively monitor budgets.
2. Ability to identify non-value-added organizational processes and procedures and present appropriate solutions.

#### **Building a Positive Organizational Culture:**

1. Knowledge of principles and processes for providing customer and membership services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Ability to understand Tribal, local, county, state, and federal laws regulations and requirements.
3. Must be willing to learn the principles of tribal sovereignty, Oneida constitution, and Oneida history.
4. Skill in coaching, conflict resolution and working collaboratively within the organization.
5. Skill in public speaking to diverse audiences, including to the media and General Tribal Council (GTC).
6. Ability to present information that addresses other's concerns and issues and looks for win-win solutions.
7. Ability to develop and strengthen internal and external partnerships.

#### **Build and lead a successful senior executive team:**

1. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. Skill in supervising, mentoring and coaching, and evaluating performance of assigned staff.
3. Ability to present information that addresses other's concerns and issues and looks for win-win solutions.
4. Ability to make solid decisions and exercise independent judgment. To be open, honest and straightforward in making solid decisions rendering judgments and taking action on challenging tasks in a timely manner to include; the appropriate communication of both negative and positive information and decisions.
5. Ability to be persuasive, tactful, and professional in controversial situations.

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#### **STANDARD QUALIFICATIONS (Cont):**

##### Other:

1. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
2. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
3. Must be willing and able to obtain additional education and training.
4. Must pass a pre-employment drug screening. Must adhere to the Oneida Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
5. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
6. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Doctorate Degree in Business, Business Administration, Public Administration, Finance, Economics, or related field.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Nation.**
2. Master's degree in Business, Business Administration, Public Administration, Finance, Economics, Management, Leadership, or related field with;
3. Ten (10) years of executive level experience which must include a combination of all of the following; financial management, budgeting, tactical and strategic planning and implementation, human resource administration and operations management.
  - a. Executive level experience must include managing multiple departments.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification.**
2. Cover letter.
3. Resume of education and experience.
4. Three current (within the past five (5) years) professional letters of reference.
5. Portfolio which must include the following:
  - a. Experience in successful re-organization of not for profit organizations or government.
  - b. Demonstrated successful experience in financial planning and/or analysis.
  - c. Experience and ability to drive positive organizational change and incorporating organizational accountability.
  - d. Experience in the administration of multi-million dollar budgets.
  - e. Experience in managing multiple departments in a large and complex organization.
  - f. Experience in statistical compilation and analysis.