

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

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



ONEIDA

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

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

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

FIRST POSTING TO ENROLLED ONEIDA MEMBERS ONLY

POSITION TITLE: Information Management Specialist
POSITION NUMBER: 02531
DEPARTMENT: Business Committee Support Staff Office
LOCATION: N7125 Seminary Rd, Oneida WI 54155
DIVISION: Non-Divisional
RESPONSIBLE TO: Area Manager-Business Committee
SALARY: E3 \$34,753/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: May 6, 2019
CLOSING DATE: May 27, 2019
Transfer Deadline: May 13, 2019
Proposed Start Date: As Soon As Possible

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.

POSITION SUMMARY

The Information Management Specialist is a support position that utilizes various software programs to record, organize, and communicate information. Activities related to General Tribal Council (GTC) meetings for the Tribal Secretary's Office. This position also provides support for other Business Committee (BC) subcommittees such as the Community Development Planning Committee and the Quality of Life Committee, etc. as needed. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES

1. Organize regular, special, emergency and informational meetings to include, but not limited to:
 - a. Compile the agenda and meeting materials,
 - b. Prepare agenda packet using paperless software systems,
 - c. Maintain meeting minutes and other GTC and BC records,
 - d. Distribute directives and monitor follow-up,
 - e. Comply with legal public notice and ensure meeting materials and other GTC and BC records are maintained for public access.
 - f. Provide and facilitate the exchange of information between the Tribal Secretary's Office and the Business Committee and direct reports.
 - g. Coordinate mailings with various departments to the tribal membership for the BC.
 - h. Protect the security of all records and minutes by performing file back-ups.
2. Maintain the use of the Official Oneida Seal.
3. Use and interpret graphical information such as diagrams, flow charts, other visual aides and electronic management applications to complete assigned projects.
4. Exercise proper discretion in communication of internal information to proper recipient and adhere to strict levels of confidentiality.
5. Analyze and understand goals, priorities and the nature of an issue to properly and effectively prioritize projects.
6. Anticipate and take initiative to make improvements as needed and communicate recommendations.
7. Produce and or retrieve effective reports from appropriate personnel in a timely and effective manner.
8. Ensure compliance with open meeting and records laws as they apply in cooperation with Records Management Department.
9. Participates in teams, committees, and task forces as requested to assess and improve the effectiveness and efficiency of administrative operations, functions, policies and procedure.
10. Maintain governmental meeting calendars in compliance with laws and ordinances.
11. Assist Business Committee members with social media application.

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DUTIES AND RESPONSIBILITIES (Cont.)

12. Research Business Committee & General Tribal Council material as required.
13. Cross train in other responsibilities of the Tribal Secretary's Office as requested.
14. Monitor and post updated information on the website & Kalihwisaks pertaining to BC and GTC meetings such as agendas, packets, minutes, action reports, and resolutions.
15. Communicates with petitioners regarding GTC petition to include processing and tracking.
16. Monitor Tribal Secretary outlook.
17. Maintain watchfire sign.
18. Handling e-polls.
19. Coordinate all materials, equipment, and set-up for agenda review meetings.
20. Organize the Business Committee meetings to include; room set up, taking minutes, and transcription and video conferencing.
21. Maintain accurate records by assisting with preparing and certifying resolutions and minutes.
22. Review, summarize and manage diverse and complex reports and documents.
23. Prepare clear, concise and accurate written reports and communications.
24. Assist with development and implementation of Department Standard Operating Procedures. Review and evaluate current processes and procedures for improvement.
25. Assist in maintaining a positive working relationship with Business Committee members, Gaming General Manager, Chief Financial Officer, Division Directors, Managers, Supervisors and the public. Network and coordinate with these areas on directives and assignments.
26. Adhere to all Oneida Nation Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
27. 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. Frequently sit and walk. Occasionally push, pull stand, stoop, kneel, and crouch.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of computerized word processing, summarizing and proofreading skills with the ability to function in a Microsoft Word environment.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Knowledge of multi-media software with the ability to learn to use audio recording equipment, projection unit, and other equipment required of the position as needed.
4. Skilled in organization and time management. Must be able to plan, organize and schedule priorities efficiently and effectively as well as manage multiple timelines and deadlines.
5. Ability to follow instructions, works efficiently and independently or as a team member, accepts responsibility, and makes reasonable judgments.
6. Ability to work the required hours of the position including evenings and weekends.
7. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively.
8. Ability to work with minimal supervision and maintain professional standards.
9. Ability to develop and maintain effective working relationships with a variety of individuals and groups in a complex, multi-cultural environment.
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
12. Must pass a background security check with the Oneida Nation 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.

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STANDARD QUALIFICATIONS: (Cont.)

13. 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 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. Bachelor's Degree in Business Administration, Information Sciences, Project Management, Public Administration, Communications or closely related field.
2. Two (2) years of experience effectively managing deadlines and coordinating high volumes of information.
3. Skilled Adobe Professional, Transcription Buddy, Filezilla or similar programs.
4. Must demonstrate writing and coordination skills during the interview. **(The Human Resource Department will administer a skills test.)**

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. Associate Degree Business Administration, Information Sciences, Project Management, Public Administration, Communications, or related field; three (3) years of related work experience effectively managing deadlines and coordinating high volumes of information; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED WITH APPLICATION:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**