

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

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



**OR MAIL TO:**  
Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

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

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Tribal Action Plan (TAP) Manager  
**POSITION NUMBER:** 03081  
**DEPARTMENT:** Administration  
**LOCATION:** 2640 West Point Road, Green Bay, WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** General Manager  
**SALARY:** E04 \$19.21/HR (**NEGOTIABLE**)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** 1/29/20  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** 2/5/20  
**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**

This position is responsible to lead the deliverables of the Tribal Action Plan (TAP) and provides a level of analytical, research and statistical reports to the General Manager. Provides administrative support to the Tribal Coordinating Committee (TCC) in the design, planning, implementation and monitoring of the TAP for the establishment of an Alcohol and Substance Abuse Treatment Center. Ensure compliance with revenue and expense reporting, budgeting, in relation to Tribal, State, and Federal entities. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Prepare project management services to develop, review, coordinate, and monitor project description, contracts, budgets, and request Tribal and Grant funding to pursue the project and lead project to completion.
2. Help define project scope, goals, and deliverables and recruit and select personnel resources both internal and external.
3. Define tasks and required resources.
4. Develop and write standard operating procedures related to business unit, project activities, and cross-functional teams with the intent of improving operating efficiencies and maintaining internal controls.
5. Monitor budget and projects.
6. Create project schedule and timeline.
7. Implement and manage change when necessary to meet project outputs.
8. Evaluate and assess result of project.
9. Coordinate with other Tribal Project Managers as needed to ensure alignment of Tribal goals and objectives are achieved.
10. Represent the Oneida Nation at local, regional and national events and on committees as directed.
11. Facilitate community and organizational meetings including the Tribal Coordinating Committee.
12. Provides outreach and serves as a resource at community and organizational events.
13. Ensures the development, implementation, and facilitation of TAP related initiatives are culturally competent and relevant to Oneida culture.
14. Seek grant funding for TAP initiative.
15. Oversee all aspects of assigned projects to set deadlines, assign responsibilities to the project team, monitor and summarize progress, and report to upper management on the status of each project.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

## **JOB DESCRIPTION**

### **TAP Manager**

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

17. 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 walk, sit; reach with hands and arms; talk and hear. Occasionally stand; stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds as required.
2. Must be willing to work a flexible schedule to include nights, weekends, and holidays.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of applicable Tribal, federal, and state laws, regulations, and requirements.
2. Knowledge of Oneida Nation organization, functions, objectives, policies and procedures.
3. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to work independently and meeting strict time lines.
6. Ability to analyze situations and adopt the appropriate courses of action.
7. Ability to represent the organization in a professional manner, building respect and confidence.
8. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
9. Demonstrated ability to manage multiple, parallel projects.
10. Experience working with project management software.
11. Strong written and verbal communication skills.
12. Excellent analytical and problem-solving skills.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
16. 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.
17. 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. Minimum of five (5) years' experience in community planning and organizing.
2. Project Management certification.
3. Previous grant writing experience.

#### **MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Business Administration, Human Services, Social Work, Public Health or closely related field. A combination of experience and education may be considered.
2. Minimum of three (3) years of documented successful experience in project management or project administration.

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

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