

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

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



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

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

OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: SEOTS Manager
POSITION NUMBER: 03149
DEPARTMENT: Southeast Oneida Tribal Service (SEOTS)
LOCATION: 5811 W Morgan Ave, Milwaukee WI
DIVISION: Governmental Services
RESPONSIBLE TO: Division Director
SALARY: E5 \$59,749/Annually (NEGOTIABLE)
CLASSIFICATION: Exempt
POSTING DATE: January 4, 2022
CLOSING DATE: Until Filled
Transfer Deadline: January 11, 2022
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

Accomplish the SEOTS Department objectives by planning, organizing, and directing all required activities to operate and maintain departmental activities and services. Ensure Southeastern Oneida Tribal programs are maintained in accordance with established laws, regulations, policies, and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop departmental plans, goals and objectives and ensure compliance to contractual obligations and requirements.
2. Establish, implement, and communicate goals, objectives, policies and procedures in accordance with contractual requirements and needs of the Nation.
3. Improve staff effectiveness by counseling, training, and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
4. Host regular staff meetings to ensure communication between personnel and program-related activities, work to ensure win-win outcomes.
5. Achieve financial objectives by preparing and administering annual budget, presenting, and justifying budget recommendations to appropriate personnel.
6. Secure additional funding and grant monies for continuation and expansion of program services in conjunction with the Oneida Nation's Grants office and ensures grant funds are administered according to the grant requirements.
7. Contribute to department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
8. Plan, develop, implement, and enforce the Policies and Procedures approved by the SEOTS Board ensuring compliance with the Tribal Management System.
9. Keep leadership and other departments informed of status of program activities by attending meetings and submitting reports.
10. Recruits volunteers for SEOTS program assistance.
11. Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in job related professional societies; conferring with representatives of contracting agencies and related organizations.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION

SEOTS Manager

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DUTIES AND RESPONSIBILITIES (cont):

14. 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 and sit; reach with hands and arms. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Ability to work extended hours and various work schedules.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of corporate and/or governmental management, system analysis, operations, finance, and accounting.
2. Knowledge and ability to develop efficiently and effectively manage and monitor grant funds, as well as, program budgets.
3. Knowledge of budget preparation and grant/proposal writing.
4. Knowledge of tribal, federal, and state accounting, purchasing, and auditing policies and procedures.
5. Knowledge in human resources management policies and procedures.
6. Knowledge of statistical compilation and analyses.
7. Skill in problem solving, human relations, and time management.
8. Skill in grant proposal development and writing.
9. Ability to exercise initiative and independent judgment.
10. Ability to maintain confidentiality.
11. Ability to demonstrate a high level of sensitivity to community issues and concerns.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
18. 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.
19. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law 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 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. Bachelor's Degree in Business Administration, Social Work, or Human Development.
3. Two (2) years' supervisory experience and equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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