

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

VACANCY ANNOUNCEMENT

(The Great Lakes Indian Fish and Wildlife Commission is a natural resource agency of eleven Indian Tribes that retain treaty fishing, hunting and gathering rights in Michigan, Wisconsin and Minnesota. The Commission oversees a staff of biological and public information specialists, enforcement, administrative, and support personnel.)

POSITION: Chief Warden

LOCATION: Great Lakes Indian Fish and Wildlife Commission
Odanah, Wisconsin

SALARY RANGE: **GLIFWC PAY SCHEDULE:**
Grade 10/Step 1- \$46,229 - Grade 11/Step 10 - \$66,027
(GLIFWC offers a full range of fringe benefits including health insurance, retirement and comp. time)

CLOSING DATE: March 30, 2018

SUPERVISION: Reports to the Executive Administrator. Perform the duties listed below in a manner consistent with Commission Policies and Procedures.

QUALIFICATIONS:

1. Eligible to be a licensed Peace Officer under Federal or State law. Associate or Bachelors degree in Police Science or Administration. These degrees or comparable experience preferred.
2. Valid drivers' license and GLIFWC insurable.
3. At least three years experience as a law enforcement officer or conservation enforcement warden. Supervisory experience preferred.
4. Demonstrated successful experience with policy administration, personnel management, planning and organization skills.
5. High degree of skill in written and oral communication, especially report writing.
6. Supervisory training with demonstrated supervisory skills.

7. Knowledge of grant/contract administration.
8. Basic knowledge of reservation lands and treaty ceded territories.
9. Must be able to abide by applicable privacy and confidentiality requirements.
10. Previous experience and demonstrated ability in budget planning, monitoring, and reporting.
11. Ability to locate, read, and write land descriptions from maps and plat books.
12. Physically and mentally able to perform sometimes strenuous duties. A physical examination and pre-employment drug testing will be required prior to employment.
13. Applicants must pass the physical fitness battery standards as required by P.L. 93-638 contract.
14. Applicants will be required to submit to a full background investigation.
15. Indian preference is granted in accordance with P.L. 93-638.

DUTIES AND RESPONSIBILITIES:

Personnel

1. The Chief Warden is responsible for supervising all enforcement activities of Commission wardens through the chain of command.
2. Monitor Enforcement Satellite Stations on at least a monthly basis including: vehicle inspection, weapon inspection, identification of equipment needing repair/replacement, and review of staffing schedules. Hold exit visit with either the Commissioner or Voigt Task Force Representative to discuss local concerns.
3. Insure all Enforcement Supervisory Wardens (Corporals, Sergeants) manage staff under the Commission's Personnel Policies and Procedures and in compliance with the Enforcement Division's Code of Ethics and BIA contract section "F-5 Special Performance Standards-Conservation Enforcement."
4. Prepare a training plan for each respective patrol area which details the type, hours, and costs of inservice training, weapon's certification, Basic Recruit certification and supervisory training.
5. Coordinate and complete on-site monitoring of all conservation enforcement training.

6. Monitor and approve all training of GLIFWC enforcement staff as specified in training plans.
7. Approve leave requests and complete personnel evaluations for all enforcement staff members.
8. Administer GLIFWC's Personnel Policies and Procedures and the BIA contract section "F-5 Special Performance Standards-Conservation Enforcement."
9. Investigate complaints regarding GLIFWC Conservation Enforcement staff and jurisdictional conflicts.
10. Review cases brought to tribal court by GLIFWC wardens and monitor conviction rates.

Fiscal

11. Review and prepare, with administrative assistant, annual enforcement division budget, cash flow statement, workplan, and equipment purchase list for submission and approval to all GLIFWC working Committees (i.e., Lakes, Voigt Task Force) and Commissioners by August 1st of each year. The budgets and cash flows shall include equipment to be purchased or replaced, training for conservation staff, office and field supplies, salaries, and other divisional operational costs.
12. Approve all salary increases based upon job performance detailed in personnel evaluations. All salary increases must comply with the salary structure approved by the Board of Commissioners.
13. Approve all equipment and supply purchase orders and insure that costs do not exceed approved budgets. All equipment and repair contracts over \$1000 shall be reviewed by the Policy Analyst and approved by the Executive Administrator to ensure GLIFWC compliance with Federal regulations.
14. Review departmental expenditures using monthly financial reports to insure compliance with cash flow projections.

Property Management

15. Review comprehensive physical inventory of all conservation enforcement equipment assigned to each satellite station. Review lists for all property purchased or assigned to the enforcement divisions in compliance with GLIFWC and BIA requirements.

Record Management

16. Ensure the Enforcement staff retain and manage all information required to efficiently direct field operations and meet BIA Federal contract requirements.

17. Complete a monthly report for submission to the Executive Administrator and BIA Great Lakes Agency each month.

Field Management

18. Coordinate GLIFWC enforcement activities with appropriate Federal, State, local and tribal enforcement and all judicial departments and agencies.
19. Monitor performance of Conservation satellite offices through bimonthly reports submitted by enforcement staff, on-site monitoring visits, and discussions with tribal leaders.
20. Administer and implement Standard Operating Procedures handbook for enforcement staff. (i.e., use of force, gun discharge policy, etc.,)
21. Monitor spearfishing landings concentrating on areas where conflict is most probable.

Public Relations

22. Prepare an Annual Report on GLIFWC Enforcement activities for submission to the PIO office and Executive Administrator.
23. Make public speaking appearances to inform enforcement agencies, tribal communities, and the general public on the role and function of the Commission's Conservation Enforcement Division.

Other

24. Perform other duties assigned by the Executive Administrator.

APPLICATION PROCEDURE:

Submit a completed GLIFWC Conservation Enforcement Employment Application (available at: www.glifwc.org), letter of interest, resume, three references, college transcripts, and any law enforcement/training/and emergency response certifications currently held to:

Wayne LaBine, Deputy Administrator
Great Lakes Indian Fish and Wildlife Commission
P.O. Box 9
Odanah, WI 54861
wayne.labine@glifwc.org

****All applications MUST be on a GLIFWC Conservation Enforcement Application or they will not be accepted.***