

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

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

TITLE: Deputy Administrator (Location - Odanah, Wisconsin)
CLOSING DATE: October 6, 2017
CLASSIFICATION: Permanent, Full-Time
SALARY: Starting Salary Range: \$60,877 - \$79,138 (Dependent on Qualifications).

Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

GENERAL DESCRIPTION

The Great Lakes Indian Fish & Wildlife Commission's (GLIFWC) Deputy Administrator serves as the head of GLIFWC's Division of Administration. The Deputy Administrator manages GLIFWC's day-to-day operations for an agency of eleven federally-recognized Indian Tribes in relation to various treaties with the United States. GLIFWC's mission and overall programs relate to the Tribes' sovereignty over their hunting, fishing and gathering rights in treaty ceded territories located in portions of areas now known as the States of Michigan, Minnesota and Wisconsin. The Deputy Administrator reports to GLIFWC's Executive Administrator. The Deputy Administrator oversees the agency's central administrative functions, specifically: 1) accounting; 2) property management; 3) personnel administration; and 4) record keeping. The Deputy Administrator also serves in a liaison role with external agencies and with GLIFWC's Tribes to help ensure fulfillment of the agency's mission and secure sustainable funding levels. The Deputy Administrator fulfills the role of Acting Executive Administrator in the absence of the Executive Administrator.

DUTIES AND RESPONSIBILITIES

This position's primary responsibility is to facilitate compliance with internal policies and applicable external laws, regulations, and requirements that govern the agency's day-to-day operations. The Deputy Administrator oversees the agency's overall administrative functions and serves as the primary point of contact for internal agency operations. The Deputy Administrator coordinates with the Executive Administrator and supervises administrative staff to: 1) develop and implement funding strategies to support GLIFWC's programs, including preparation of the agency's annual budget; 2) seek and administer contract support costs; 3) implement GLIFWC's Accounting Policies and Procedures & Property Procurement Manual and GLIFWC's Personnel Policies and Procedures; 4) ensure timely completion of required audits and other accountability reports; 5) obtain and administer insurance plans (health, dental, vision, liability, property); and 6) administer employee benefit programs. The Deputy Administrator is responsible for developing internal agency operations strategies and policies, communicating them to employees, and consistently implementing them throughout the agency. The Deputy Administrator, with other GLIFWC Division Heads, serves on GLIFWC's senior management team that advises the Executive Administrator.

ESSENTIAL FUNCTIONS

Within the Deputy Administrator's overall duties and responsibilities, essential functions include:

- Supervising Division of Administration staff, conducting performance reviews, and providing overall management of Division personnel;
- Supervising and monitoring day-to-day agency operations to ensure compliance with and consistent application of personnel, fiscal, record keeping and property management regulations and policies;

- Supervising the administration of contracts and grants, and ensuring compliance with applicable laws, regulations, and policies governing them;
- Supervising and maintaining an adequate and compliant fiscal management and accounting system (including bookkeeping functions), payroll system, employee benefit system, and property and supply acquisition system;
- Maintaining agency files and records, including personnel, travel, property, and archival records;
- Developing and administering employee orientation, career development, and employee assistance programs;
- Ensuring timely and compliant audits and other accountability reports required by applicable laws, regulations, contract/grant requirements, or internal agency policies.
- Providing oversight in implementing audit recommendations and monitoring refinements made to accounting, property management, personnel administration, and record keeping systems;
- Developing and maintaining good working relationships with current and potential funding agencies and with GLIFWC member Tribes, including undertaking appropriate outreach and liaison activities, to communicate and secure support for GLIFWC's mission as well as for programmatic funding necessary to fulfill that mission.

QUALIFICATIONS

The Deputy Administrator must exhibit the skills, knowledge, and abilities necessary to perform the essential functions outlined above, and must possess:

- A degree in Business, Administration, Management, or other appropriate degree; or commensurate work experience in the administration of federal contracts.
- An understanding of federal contract and grant compliance requirements, governmental accounting standards, single audit requirements, and the ability to implement audit recommendations.
- An understanding of Ojibwe treaty rights and the ability to incorporate Ojibwe perspectives into the GLIFWC's work.
- Computer literacy enabling the use of software systems used in accounting, property management, personnel administration, and record keeping functions.
- A high degree of skill in written and oral communications.
- Demonstrated ability to effectively manage staff and lead teams.
- Demonstrated ability to exercise critical thinking, independent judgment, and initiative in the performance of duties and completion of assignments.
- A valid driver's license (and must be insurable);
- Ability and willingness to travel regionally and nationally (including overnight).
- The ability to meet the physical demands associated with the position's essential functions (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

APPLICATION PROCEDURE

Submit a completed application for employment (available at <http://www.glifwc.org/jobs/application.pdf>), letter of interest, and resume (including 3 references) to:

Rose Wilmer, Acting Deputy Administrator
Great Lakes Indian Fish & Wildlife Commission
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