



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Seasonal Natural Resources Technician (Temp. - Natural Resources) – (2)**

**Summary:** This position is responsible for supporting the Tribe's Natural Resource Department (NRD) Division(s), in all aspects of program(s) assessment, survey, management, research, and laboratory work to protect the Tribes Sovereign Right to hunt, fish, and gather within the 1836 Ceded Territory. This position will include extensive fieldwork, equipment maintenance, driving, trailering equipment, to support NRD Division's goals and objectives. This position requires flexibility in scheduling including early mornings, late nights, and weekends.

### **Employment Qualifications: Minimum Necessary Qualifications -**

- A High School Diploma or GED; and
- An interest in Natural Resources and the ability to follow and execute detailed instructions; and
- A valid Michigan Operator's License with the ability to be insured under Tribe's policy; and
- Strong verbal communication, written communication, organizational, time management, interpersonal and teamwork skills; and
- Ability to work early morning, late night hours and weekends as dictated by assessment needs; and
- A heightened attention to detail and accuracy; and
- A commitment to confidentiality; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

### **Preferred Qualifications -**

- One (1) year or more of specific field experience in Natural Resources; and
- Experience operating and trailering equipment and watercraft; and
- Proficiency and demonstrable computer skills with MS Office applications; and
- Experience conducting natural resources surveys and executing detailed instructions.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE4 **Hiring Range:** \$15.00 - \$17.27 – **Commensurate with Verified Qualifications.**

**Status:** Non-Exempt/Hourly/Bi-weekly Pay

**Background Check:** Basic

### **Application Instructions:**

Obtain an application form (online fillable) and a copy of the position description on the Tribe's website

[www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) under "Employment" heading or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciagoff@lrboi-nsn.gov](mailto:aliciagoff@lrboi-nsn.gov) .

**To apply please submit *completed application, cover letter, resume, copy of HS Diploma or GE, any/all licensure(s), relevant certifications, a copy front/back of driver license, and copy of Tribal ID front/back (if applicable)* to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Fax: 231-331-1233 Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) .

**Incomplete submissions will not be considered.**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

*For further information, please contact the LRBOI HR Department.*

**Posted: 1/19/2024**

**Removal: 2/02/2024**