

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Department of Human Resource Department Head

LOCATION: Department of Human Resource Development
Pablo, MT

SALARY: \$49.17 to \$55.08 per hour
\$102,273.60 to \$114,566.40

CLOSING DATE: Thursday, December 6th, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory one (1) year probationary period.

DUTIES:

- Sets priorities and operational procedures for the DHRD Department as a whole including setting goals and objectives to meet Tribal Council directed philosophy and mission and daily and ever changing direction.
- Is a professional level daily working manager with responsibility for work products and daily program output. Due to unique administrative program funding ceilings (TANF, WIA, NEW, IV-E, BIA CPS and Foster Care) department head salary costs are cost allocated/shared at the program level. Therefore, the Department Head position works daily on work products that could be considered program level work. Also plans and organizes work activities of others to efficiently accomplish departmental priorities and meet deadlines/program needs.
- As part of Tribal Social Services supervision, Department Head completes time studies and submits according to established reimbursement/submittal schedule.
- Coordinate technical and support staffs efforts in order to efficiently utilize time and to meet reoccurring deadlines.
- Reviews, coordinates program budgets and prepares administrative and program level line items and budgets. Prepares and projects salary cost allocation for a variety of grants.
- Oversees and performs many of the reporting requirements of all programs of the Department ensuring compliance with Tribal and other funding sources. Is responsible for the updating of all annual and bi-annual plans for DHRD services including the following: LIHEAP, TANF, PL 102-477, Childcare Development fund, Title IV-B. Title IV-E, BIA, Social Services manuals and policies, and other source documents that govern DHRD services to the membership, including responsibility to draft and update CSKT work plan to satisfy CSKT priorities and objectives.
- Maintains an open line of communication by calling and chairing full staff meetings on an as-needed basis, including nearly daily and weekly meetings with Division Mangers and/or Program Managers.
- Reviews and authorizes all public dissemination of information.

- Monitor and oversee the DHRD bookkeeping system to ensure fiscal accountability, no over expenditures per program funding source. Must ensure all grant and program requirements are met by appropriately staffing with required credentials and expertise.
- Mediates conflicts between programs; supervise Division and/or Program Managers. Represents that Department before Tribal Council and/or other public meetings.
- Provides the role model for staff and ensures staff implementation of quality customer service delivery at all times within DHRD. Conduct annual customer service training for DHRD staff and incorporate a customer service satisfaction survey for clients of the Department of Human Resources Development.
- Provides oversight for the Social Services Child Protective Services system and the Foster Care system by overseeing on a daily basis the CPS referrals by priority area. Is required to have a "c" number and sign into the state system for either CPS purposes and for foster care license approvals. Is required to maintain State/Federal computer access for continued program oversight.
- Provides direction and oversight to revenue generating and training sites, such as Quick Silver Express. Reports income and expenditures and is responsible for inventory, personnel management and public relations at these revenue/training sites.
- Prepares statistical reports for the Tribal Council and other on sensitive Social Services issues such as referrals, response times, outcomes, category of referral, etc.
- As with other Tribal Department Heads, must personally prepare and oversee the preparation of grants annually (must prepare a minimum of five grants annually for a satisfactory rating on personnel evaluation).
- Has standing to speak on behalf of the CSKT before the Montana Legislature and offer comments on pending federal legislation. Interfaces with State, Federal, Tribal and County officials in an official capacity.
- Performs other duties and required or assigned.
- For complete job description, please contact the Personnel Department.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- ✓ Must have a master's degree in a related field with consideration for equivalent experience as an executive level administrator or a master's degree in unrelated field with a doctorate in a related field preferred. Must have at least ten (10) years of progressively responsible experience, which includes supervision of groups of employees and responsibility for fiscal management of the organization.
Special Requirements:
- ✓ Must pass suitability and character background process as mandated by the Indian Child and Family Violence Protection Act, which includes fingerprinting.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Certified copies of relevant academic transcripts and training certificates.
4. Current valid driver's license & proof of enrollment.
5. If claiming veteran's preference, a copy of DD214

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1043 or 1259.

FOR MORE INFORMATION:

Contact: Clayton Matt, Director of Tribal Services, at 406-675-2700, Ext. 1119

DEPARTMENT OF HUMAN RESOURCE DEPARTMENT HEAD DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

The successful applicant is required to have a Master's Degree in a related field with consideration for equivalent experience as an executive level administrator or a master's degree in unrelated field with a doctorate in a related field preferred. Must have at least ten (10) years of progressively responsible experience, which includes supervision of groups of employees and responsibility for fiscal management of the organization. Must pass suitability and character background process as mandated by the Indian Child and Family Violence Protection Act, which includes fingerprinting. All applicants must submit a Tribal application, supplemental questionnaire for background investigations, copy of academic transcripts/training certificates, copy of current valid driver's license, proof of enrollment and if claiming veteran's preference, a copy of DD214 must be submitted. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory one (1) year probationary period.** Salary is \$49.17 to \$55.08 per hour with benefits. To apply, contact Personnel at (406) 675-2700 Ext. 1043. Tribal applications are also available on-line at csktribes.org. Closing date will be Thursday, December 6th, 2018 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. November 22nd, 2018
2. November 29th, 2018

**BILL TO: DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT
P. O. BOX 278
PABLO, MT. 59855**

**If you have any questions, feel free to contact Shelley Grenier (406) 675-2700 Ext. #1042
FAX: (406) 675-2711 or E-Mail: shelley.grenier@cskt.org**