

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Location:

N7210 Seminary Rd
Oneida, WI 54155

Phone: (920) 869-2214



Mailing Address:

P.O. Box 365
Oneida, WI 54155-0365

JOB DESCRIPTION

POSITION: Chairperson

POSITION NUMBER: 09033

DEPARTMENT: Oneida Business Committee

LOCATION: N7210 Seminary Rd Oneida

DIVISION: Non-Divisional

RESPONSIBLE TO: General Tribal Council

SALARY: Grade 00 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

****MUST BE AN ENROLLED MEMBER OF THE ONEIDA TRIBE OF INDIANS OF WISCONSIN****

ISSUING DATE: August 2002

CLOSING DATE:

Proposed Start Date:

Transfer/Promotion Deadline:

POSITION SUMMARY: This position is responsible for the duties of this office contained in the Constitution and By-laws of the Oneida Tribe. As a member of the Oneida Business Committee the Chairwoman's actions are subject to review by the Oneida General Tribal Council. This is an exempt position and reports to the Oneida General Tribal Council. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Preside at all regular and special meetings of the Oneida Business Committee and the Oneida General Tribal Council; voting only in case of a tie.
2. Serve as Chair of the Oneida Business Committee meetings, he/she shall remain unbiased on all matters.
3. Serves as the ex-officio member of all tribal committees.
4. As the official agent of the Oneida tribe, incumbent signs all contracts, agreements, leases, program proposals, budgets, budget modifications, resolutions, ordinances and all policy letters to local, state, and federal agencies and other required documents, upon approval of the Oneida Business Committee and/or General Tribal Council.
5. Officially represents, the Oneida Tribe with fact in meetings will all local, state, regional, federal, Indian Organizations, and private agencies, and establishes/maintains working relationships with these organizations, and reports back to the Oneida Business Committee on the results of such meetings, in writing.
6. Ensure support and advocate tribal goals and objectives and act, at all times, in the best interest of the Tribe and in a manner in keeping with the high office of chairman.
7. Lobbies and gives testimony on a local and national level.
8. Keep informed on major tribal problems and actively works to resolve these problems.
9. Understanding of the Oneida Community organizations, tribal administrative functions and state and national Indian consensus.
10. Participate in all regular, special and General Tribal Council meetings.
11. Inform the general Tribal Council on all actions of General Tribal Council that have not been carried out within a reasonable time frame.
12. Develop and maintain a strong political image for the Oneida Tribe.
13. Provide the leadership necessary to develop the Tribe to realize its maximum potential as a sovereign government, as a people.
14. Call any special meetings of the Tribal Council or General Tribal Council and direct the tribal Secretary to send out notices of all regular and special meetings.
15. Ensure special meetings are called for initiatives of the Chairman or when required to do so under the Constitution and by-laws of the Oneida Tribe.
16. Acts for the Tribal Council in an emergency or disaster to protect the safety, health, welfare, and property of the Tribe and its members and reports on emergency actions taken at the next regular or special meeting of the General Tribal Council.
17. Perform liaison duties.
18. Provide support and initiates responsiveness to the tribal members and the reservation community and their needs and put their interest above any personal interest of the incumbent.
19. Represents the Tribe in public relations functions.

JOB DESCRIPTION

Chairperson-OBC

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DUTIES AND RESPONSIBILITIES: (Cont)

20. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
21. Adhere to all Tribal Personnel Policies and Procedures and Departmental Standard Operating Procedures.
22. All other job related duties as assigned by the Oneida General Tribal Council.

QUALIFICATIONS AND REQUIREMENTS:

1. Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.
2. Must be 21 years of age or older.
3. Must physically reside in either Brown or Outagamie counties of Wisconsin.
4. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
5. A valid driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state drivers license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.