

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: Vice-Chairperson

POSITION NUMBER: 09024

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 the office contained in the constitution and by-laws of the Oneida Tribe. As a member of the Oneida Business Committee, the Vice-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. In the absences of the Chairwomen or when called upon to do so; this position shall preside over regular and special meetings of the Tribal Council or General Tribal Council.
 - A. When presiding, he/she has all rights, privileges, duties and responsibilities of the Chairwoman.
 - B. Represents the Chairwoman at meetings, conferences and functions of any kind when requested to do so by the Chairwomen and reports back to the Oneida Business Committee on such activities, in writing.
2. Serve as a member of the Oneida Business Committee.
3. Provide support and advocate tribal goals and objectives.
4. Participate in all regular, special and General Tribal Council meetings.
5. Represent the Tribe in public relations functions and assists in developing a strong political image for the Tribe.
6. Establishes and maintains working relationships with all local, State, regional, Federal, Indian Organizations and private agencies, and congressional delegations and reports back to the Tribal Council on the results of such activities, in writing.
7. Maintain open communication on situations that involve tribal problems and actively works to resolve these problems.
8. Lobbies and gives testimony on a local and national level.
9. Submit written reports on all meetings attended on a local level and a national level and shall be published to the General Tribal Council on a semi-annual basis.
10. Maintain communication and meet the needs of tribal members and the reservation community and put their interest above any personal interest of the incumbent.
11. Perform liaison duties.
12. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
13. Adhere to all Tribal Personnel Policies and Procedures and Departmental Standard Operating Procedures.
14. All other job related duties as assigned by the 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.

Employee's Full Name Printed EE #

Employee's Signature Date