

NORTHERN CHEYENNE TRIBE

ADMINISTRATION

JOB ADVERTISEMENT

2017 # 1

POSITION: Economic Development Planner

SALARY: \$19.06 P.H.

ACCOUNTABLE TO: Tribal President

OPENING DATE: APRIL 19, 2017

CLOSING DATE: MAY 17, 2017

How To Apply: Submit a completed application, **RESUME'**, and three letters reference , copy of current Driver's License, High School Diploma/GED, Tribal Certification or Tribal I.D. (if claiming Tribal preference) and DD214 (if claiming Veteran's preference) to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043. All documentation must be attached to application to be considered.

ALL APPLICATIONS ARE ACCEPTED BY Human Resources Department

And forwarded to the Programs/departments.

SUMMARY OR WORK:

Assists in the promotion of economic development planning on the Northern Cheyenne Reservation. Responsible for all administrative aspects of the Economic Development Administration grant award. Assists in studies, planning, developments, and investigations. Provide administrative and management services to the Northern Cheyenne Tribe for business development, General duties include but not limited to developing, implementing, and overseeing all for profit business enterprises, writing business plans, data research for marketing and competitor analysis, financial ratio including budget preparation and financial statements analysis. Collection and analysis of information relating to defined tribal business development including but not limited to marketing strategies, design and development, operations plans, human resources management, and logistical development. Final drafting and submission of business plans to the Northern Cheyenne Tribal Council for approval. Present business plans to perspective investors and financial for investment capital for tribal enterprises. Collaborate with private and tribal businesses and entrepreneurs in bringing enterprises to final development. Primary source for promoting tribal business to perspective companies, corporations, and organizations interested in doing business with the Northern Cheyenne Tribe.

JOB CHARACTERISTICS:

Nature of work: Since most work is performed indoors in an office setting, incumbent may be exposed to limited hazards of an office environment.

PERSONAL CONTACTS: Frequent contact with other staff and personnel within all tribal programs including, but not limited to, Planning, Property Management, Legal, Finance, and Natural Resources, as well as other organizations, and agencies. Frequent contact with perspective and established enterprise

owners and developers; tribal, federal, state, and county officials; the general public, Indian and non-Indian vendors and suppliers; technical personnel such as architects, inspectors, and engineers; tribal officials from other Indian Tribes; state and national Indian and non – Indian organizations pertaining to the promotion, support and information for enhancement and implementation of tribal business ventures. Give and receives information in regards to group and individual input into the preparation and submission of business plans and enterprises ventures.

SUPERVISION RECEIVED: The Economic Development Planner will provide general advice and administrative support to the Northern Cheyenne Tribal Council regarding tribal enterprises. The economic Development Planner will provide work priorities in relation to development of tribal enterprises and will be responsible to carry out said work priorities. Incumbent will be required to work independently. Work is reviewed for an overall standpoint in terms of conformance with policies and procedures as they relate to economic development.

SUPERVISION OF OTHERS: None

ESSENTIAL FUNCTIONS: Must be able to interpret federal, state, tribal, and other codes, ordinances, rules, regulations and guidelines governing the broad spectrum of the business world in order to compile and complete business plans and develop and promote tribal enterprises.

Must have excellent technical writing and organizational skill.

Must be knowledgeable of generally accepted administrative and management techniques and practice of business, i.e. finance management, human resource management, marketing and promotion, production/operations management.

Must be knowledgeable of generally accounting and finance principles.

Must be knowledgeable of business and corporate law.

Must have excellent communication skills, both written and verbal.

Must be knowledgeable of the business financing and investment process.

HAZARDS: Incumbent is exposed to normal everyday hazards and is not subject to any hazards out of the ordinary.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

WORK STATION: The incumbent will assigned duties during the course of business hours from 8:00 a.m. to 5:00 p.m. The incumbents' office location is in the Northern Cheyenne Tribal Building located south of the Northern Cheyenne BIA Governmental Complex, Lame Deer, Mt.

DUTIES:

- Develops, writes and edits economic/business plans.
- Review economic/business plans and proposals submitted to the Northern Cheyenne Tribe from a variety of businesses and industries to determine feasibility, based on knowledge of business needs, policy and budgetary considerations, and potential financing sources.

- Participates in selection researchers, consultants, and related personnel to facilitate enterprise development of economic business ideas.
- Maintains liaison between the Northern Cheyenne Tribe, business and industry companies and corporations relating to perspective business plans for enterprise projects.
- Financial management duties pertaining to business plan development including breakeven analysis, financial ration analysis, cash glow, balance sheet, income statement analysis.
- Administers budget for Economic Business development department.
- Reviews and evaluates materials provide with initial discussions for economic/business plan development such as EIS, construction specifications, budget/staffing est. feasibility and additional data requirements.
- Analyzes field investigations, economic or public opinion survey, demographic studies, or other research for successful economic/business planning.
- Organizes data for all sources, using statistical methods to ensure validity and reliability of information and data.
- Evaluates information and data to determine feasibility of factors requiring amendments to be incorporated into business plans and enterprise development
- Develops alternatives for projects incorporating recommendations for review by the Northern Cheyenne Tribal Council
- Maintains collection of socio-economic, environmental and regulator data relating to business functions for use by the Northern Cheyenne Tribe.
- Reviews economic/business plans and make recommendations.
- Reviews literature dealing with investment capital available through financial institutions and private lending sources to determine feasibility of development requirements and sources of financing available with the Northern Cheyenne Tribal Council.
- Works with financing sources and potential investors in preparing narrative justification for preparation of financial section of economic/business plans.
- Submits economic/business plans according to generally accepted business procedures, practices and techniques.
- Confers with the Tribe on enterprises affected by potential financing sources to develop business goals and objectives.
- Outlines how financing is to be used and provide assistance in the procedures necessary to obtain financing
- Meet with financial sources to work out final details of economic/business development as it relates to investment capital.
- Maintains master files on economic/business plans and/or development.
- Monitors paperwork connected with any and all economic/business plans for the Northern Cheyenne Tribe.
- Outline how financing is to be used and provide assistance in the procedures necessary to obtain financing.
- Promotes economic/business development planning activities for the reservation.
- Negotiated with industry representatives to encourage location in area.
- Conducts and directs activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact.

- Confers with governmental officials to effect changes in local policies or ordinances to encourage and promote effective economic/business development.

EDUCATION AND EXPERIENCE REQUIREMENTS:

The above knowledge, skill and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelors degree in Business Administration, Public Administration or closely related.
- Master's degree in Business Administration, Public Administration, or closely related field preferred.
- Minimum of four (4) years of progressively responsible experience in economic development planning or any equivalent of education and /or experience which best meets management expectations.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.