

**NORTHERN CHEYENNE TRIBE
FOOD DISTRIBUTION PROGRAM**

POSITION: Director

SALARY: DOE

ACCOUNTABLE TO: Tribal President

CLASSIFICATION: Regular/Full Time/Exempt

OPENING DATE: May 11, 2022

CLOSING DATE: May 25, 2022 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK: The director certifies all persons eligible for food assistance in operation for the Northern Cheyenne Distribution Program and USDA guidelines. Strict confidentiality is required. Requires leadership skills, ability to formulate and process budgets, and advocacy of the program. Required to travel to meetings, conferences, and workshops. Responsible for completing all program reports for the Northern Cheyenne Tribe and State agencies. Corresponds with state agencies for required food safety guidelines.

JOB REQUIREMENTS:

Knowledge: Knowledge of administrative procedures, budgeting, Tribal and State guidelines in food distribution. Knowledge of Tribal Policies.

Skills: General office equipment, accounting, report writing, professional correspondence, and dealing with public.

Abilities: Ability to effectively communicate with public, Tribal, State and Federal programs in a professional manner. Ability to adhere to strict confidentiality guidelines.

EDUCATION AND EXPERIENCE:

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

- ✓ Minimum of Bachelor's degree or combined two years educational/work experience with management and/or supervisory position of more than 3 employees.
- ✓ Must have a current Montana Driver's License and be insurable.
- ✓ Must pass a background investigation.
- ✓ Must be trustworthy and compliant with Northern Cheyenne Tribes Polices and State guidelines.
- ✓ Must have ability to work in stressful conditions.
- ✓ Knowledge of warehouse functions.
- ✓ Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will based primarily on performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to:

- ✓ Observation of work hours.
- ✓ Demonstrate punctuality.
- ✓ Perform assigned duties in a timely manner.
- ✓ Maintain accurate and timely records.
- ✓ Deal tactfully and courteously with the public
- ✓ Adhere to strict standards of confidentiality.
- ✓ Follow the written Tribal and State guidelines.
- ✓ Establish and maintain effective working relationships with subordinates, tribal employees and public.
- ✓ Demonstrate reliability and proficiency.
- ✓ Effectively deal with people in adversarial situations, and demonstrate the ability to work under deadlines and stressful situations.
- ✓ Effectively communicate with Tribal President, State and Federal entities, and deliver timely reports accordingly.
- ✓ Display initiative and makes difficult decisions in a timely manner.

