

NORTHERN CHEYENNE TRIBE

ADMINISTRATION

JOB ADVERTISEMENT

2023 # _____

POSITION: Sustainable Energy Manager

STATUS: Salary or Contract

PAY: \$ [insert range per hour] -- Depends on Experience

ACCOUNTABLE TO: Tribal Administrator

OPENING DATE: __11-2-2023_____ CLOSING DATE: 11-29-2023_____

How To Apply: Submit a completed application, RESUME, any letters of reference or list of references, copy of current Driver's License, Tribal Certification or Tribal I.D. (if claiming Tribal preference) and DD214 (if claiming Veteran's preference) to the Northern Cheyenne Tribe, attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, MT 59043 or human.resources@cheyennenation.com. 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 OF WORK:

Manages existing grants in the area of sustainable energy development for the Northern Cheyenne Tribe. Identify new grant opportunities and support grant applications for same. Responsible for all administrative aspects of sustainable energy grant awards. Participates in other sustainable energy development processes and activities.

JOB CHARACTERISTICS:

Nature of work: Because most work will be performed indoors in an office setting, limited exposure to limited hazards of an office environment.

PERSONAL CONTACTS: Potential contact with staff within all Tribal programs including but not limited to Planning, Property Management, Legal, Finance, Natural Resources, Land Authority, Fire Protection, and Forestry, as well as the Tribe's sustainable energy consultants, inspectors, engineers, architects, inspectors, federal, state, and county officials and the general public, Indian and non-Indian vendors and suppliers.

SUPERVISION RECEIVED: The Sustainable Energy Manager will be supervised by the Northern Cheyenne Tribal Administrator. Will be required to work independently. Work is reviewed for an overall standpoint in terms of conformance with all applicable policies and procedures as they relate to sustainable energy development and grant management.

ESSENTIAL FUNCTIONS: Must have excellent communication, technical writing and organizational skills.

Must have knowledge of and experience with sustainable energy development from technical or business perspectives. Must be capable of understanding and complying with governmental grant awards and implementing them.

Must be knowledgeable of general accounting and finance principles.

Must be able to interpret federal, state, tribal, and other codes, ordinances, rules, regulations and guidelines governing the broad spectrum of the sustainable energy business in order to assist with compiling, completing, and assessing funding proposals and business plans and promoting development of sustainable energy resources.

Must be capable of preparing financial reporting for grant compliance.

Must maintain be capable of maintaining Tribal files on sustainable energy development.

Must ensure that Tribal governmental officials are well-informed on sustainable energy activities.

WORK STATION: Will be assigned duties during the course of business hours from 8:00 a.m. to 5:00 p.m. The work station will depend on the nature of the applicant. This may be a hybrid position. When working in an office locally, work will be in the Northern Cheyenne Tribal Building at 600 Cheyenne Avenue, Lame Deer, MT.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

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

- Bachelor's degree in Business Administration, Public Administration, Engineering, or closely related.
- Master's degree in Sustainable Energy, Business Administration, Public Administration, Engineering, or closely related field preferred.
- Experience in sustainable energy development planning or any equivalent of education and /or experience which best meets management expectations.

OTHER:

Must agree to and sign waiver for pre-employment drug testing.

Indian Preference applies -- members of federally-recognized Tribes are encouraged to apply.

The Tribe reserves the right to hire based on the needs of the Tribe for the position advertised or to not fill this position.