



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Director

Department: Human Resources

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Chief and Tribal Council

Date Prepared: 8/20/2013

GENERAL DESCRIPTION:

The Human Resources Director is responsible for leading the Human Resources Department; acting as a resource and advisor to department directors, the Tribal Operations Manager, the Chief and the Tribal Council on personnel matters; and organizing the employee structure for the Delaware Tribe of Indians

QUALIFICATIONS:

Bachelor's degree in Human Resources and/or 3 – 5 years experience in Human Resources

Knowledge of employee benefit programs

Knowledge of payroll tax liabilities

Familiarity with workman's comp and state regulated mandates on unemployment

Experience in Abila Fund 100 Accounting preferred but not required

Knowledge of federal, state, and tribal labor laws

Experience in writing policies and procedures

Requires a high level of personal integrity and ethics

Requires a high level of problem solving skills

Requires familiarity with grant writing, administration, and compliance with grant regulations

Requires familiarity with the concepts project of management

Requires familiarity with the concepts of budget development and compliance with Tribal budgets

Requires familiarity with planning concepts and processes including but not limited to program planning

Requires willingness and ability to learn new skills, including travel to conferences and training sessions

Requires ability to use Microsoft Office Suite programs as well as Microsoft Project

Requires good interpersonal communication and teamwork skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training

DUTIES AND RESPONSIBILITIES;

Creating job descriptions

Interviewing and advising on the selection process

Communicates with the staff on behalf of the Chief and Tribal Council in coordination with the Tribal Operations Manager

Create and advertise job postings

Mediates disputes and grievances

Ensures that all department directors are enforcing Delaware Tribal policies and procedures throughout the tribal programs in coordination with the Tribal Operations Manager

Facilitate and advise on personnel actions

Create and update policies and procedures

Aid department directors in writing and updating department policies and procedures

Enter new hires into the payroll system

Conduct new hire process

Serve as in-house training coordinator

Maintain personnel files

Provide counseling for employees when needed

Other duties as assigned by the Chief and the Tribal Council