Job Announcement

Position Title: Resource Management Officer DIII
Location: Natural Resources
Reports to: Director of Resource Management
Grade Level: N9
Opening Date: December 11, 2019
Closing Date: December 27, 2019

*** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.***

****Mille Lacs Band Member/American Indian preference applies****

SUMMARY:
The main responsibility of a Resource Management Officer is protecting and supervising designated outdoor areas and monitor resource harvest. Resource Management Officer patrol the Band’s land to ensure that Band Members and visitors are following the rules/conservation codes/safety protocols and do not disrupt the natural environment. They also work as Permit Agents, providing Band Members with proper harvest permits and creeling/monitoring the harvest. They are responsible for providing safety training classes and will be called upon to conduct search-and-rescue missions, initiate conservation efforts, help fight fires and enforce the Band’s Conservation Codes.

QUALIFICATIONS:
- High School Diploma or GED equivalent is required. Post-secondary Education is preferred. Working toward Post-secondary Required.
- One (1) year experience in the Administration field is preferred.
- One (1) year supervisory experience is required.
- Must have a MN driver’s license and be insurable under the Bands insurance policy.
- Must not have more than one (1) DNR violation in last 5 years.
- One (1) year experience in The Natural Resource field is preferred.
- Must have knowledge of resource harvesting regulations.
- Strong personal computing skills in Windows environment, including spreadsheet and word applications.
- Strong oral and written communication skills.
- Excellent organizational and interpersonal skills.
- Requires climbing, hiking and other outdoor activities
- Ability to present information and persuade others to act.
- Mille Lacs Band member/American Indian preference.
- Knowledge of Ojibwe Language and Culture is required.
- Must have a MN driver’s license.
- Insurable under the Mille Lacs Band Drivers Insurance policy.
- Must not have more than one (1) DNR violation in last 5 years.
- Must pass a pre-employment drug & alcohol test.
- Must successfully pass a physical examination.

DUTIES AND RESPONSIBILITIES:
- Conducts safety classes and provides information as requested.
- Work cooperatively with Tribal Police Officers and other law enforcement agencies.
- Issue and Check for Band hunting, fishing and gathering licenses and permits.
- Insure procedures are followed per the 1837 treaty conservation code license and permit access.
- Provide reports on harvesting activity to GLIFWC.
- Submit reports in a timely manner, which contain relevant information, correct terminology, proper format.
- Assist other DNR programs with light clerical duties during non-peak harvesting seasons.
• Assist in the development and update of inspection program procedures and handbooks.
• Attend VOIGT Task Force and GLIFWC Board meetings regularly.
• Patrolling reservation community to monitor harvest activity and disturbances of the Conservation Codes.
• Establish and maintain a good working relationship with law enforcement agencies, and assisting those agencies if requested to do so.
• Notify Tribal, state and county authorities of major crimes or disturbances within the area and takes appropriate action if requested to do so.
• Identify harvest areas and provide maps for resources.
• Other duties as assigned.

**WORKING CONDITIONS:**
• Hours are typically between 6am-9pm Sunday through Saturday depending on shift.
• On-call during Spring and Fall Harvest Seasons.
• On-call during Spring and Fall Fire Seasons.
• Risk/Danger exposure is High.
• Work is both outdoors and indoors.
• Local travel is required.

Submit resume, cover letter, and employment application to:
Mille Lacs Band of Ojibwe
Human Resources Specialist
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320)532-7492
e-mail to hr@millelacsband.com