

# KICKAPOO TRIBE OF OKLAHOMA



## NOTICE OF VACANCY

EMPLOYMENT: Executive Director  
DEPARTMENT: Administration  
STATUS: 1 Full Time  
DEADLINE: July 6, 2017, by close of business 5:00 PM.

### **JOB DESCRIPTION:**

The Executive Director is a high level and demanding position which will provide the overall administration and leadership to the development of the Kickapoo Tribe operations. The Executive Director will be responsible for the oversight and development of all Directors, contributing to budgetary planning and adherence by all departments, developing and executing operational plans in accordance with Tribal Government, serve as a direct contact for Tribal Members to include but not limited to resolution of issues and serve as a liaison and communicator to the Tribal Government.

### **MINIMUM REQUIREMENTS:**

- (1) **Education:** Master's Degree in Public Administration or related field with ten (10) years experience in working with Indian Tribal governments preferred; or Bachelors Degree from four-year college or university in Business Administration or Public Administration with at least five years experience; or ten year of recent experience in working with Indian Tribal governments.
- (2) **Skills:** Must be highly motivated, results oriented, and provide an atmosphere that fosters, promotes, and supports and allows others to become highly motivated.
- (3) **Requirements:** Must have previous professional experience in administration of tribal government and tribal employment, finance, and cash management, information control systems, human resources and current with the latest technologies and computer software with emphasis on MS Office programs. Must have strong knowledge of Kickapoo Tribal culture. Must possess documents that establish both Identity and Employment Eligibility, pass a drug screening test, and successfully pass an OSBI background investigation.

### **CONTACT:**

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma  
Attn: Human Resource  
PO BOX 70  
McLoud, OK. 74851

or by Fax: 405-964-7046

*Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.*

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