



Kickapoo Tribe of Oklahoma

JOB OPENING

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| Job Title: | Executive Director | Department: | Administration |
| Salary: | Depending on Qualifications | Closing Date: | December 15, 2017 |
| Open: | December 4, 2017 | | |

DESCRIPTION:

The Executive Director position 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 member to include but not limited to resolution of issues and serve as a liaison for Tribal members to include but not limited to resolution of issues and serve as a liaison and communicator to the Tribal Government.

Qualifications:

- (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 a four-year college or university in Business Administration or Public Administration with at least five years experience; or ten years of recent experience in working with Indian Tribal government.
- (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

Interested applicants should submit a Kickapoo Tribe of Oklahoma employment application to:

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

or by fax at: (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.

*The Kickapoo Tribe of Oklahoma is a Drug-Free Workplace
And an At-Will Employer*

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