



Kickapoo Tribe of Oklahoma

JOB OPENING

Job Title: Human Resource Director **Department:** Administration
Salary: Depending on experience and educational background.
Open: September 25, 2017 **Closing Date:** October 2, 2017

Description:

The Kickapoo Tribe of Oklahoma is seeking a Human Resource Director. Incumbent will be responsible for the recruiting and staffing of Tribal administration programs, maintaining employee personnel records and files, monitoring compliance with Tribal Personnel Policies, will develop job descriptions, advertise positions, incumbent must be familiar with workers compensation. Incumbent must be familiar with Federal regulations, FMLA, Privacy Act, As well as laws that are applicable to the Kickapoo Tribe of Oklahoma. Incumbent will provide orientation for new employees, plan, direct, and implement work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations for the Kickapoo Tribe of Oklahoma.

FOR A FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

MINIMUM REQUIREMENTS:

- (1) Education:** Bachelor's Degree preferred or no less than 5 years working experience in a Tribal human resources position.
- (2) Skills:** Knowledge of employee compensation administration, Human Resource practices and functions, federal compliance. Communication skills oral and written. Must possess high level of confidentiality.
- (3) Requirements:** Must possess documents that establish both identity and employment eligibility, pass a drug screening test, and complete and OSBI background investigation if needed. English language necessary and Kickapoo language is a plus.
- (4)** Must have a valid Oklahoma State Drivers License

Interested applicants should submit a resume and/or application to:

Kickapoo Tribe of Oklahoma

Attn: Human Resource

or by fax at: (405) 964-7046

PO BOX 70

McLoud, OK. 74851

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*

