

Forest County Potawatomi

Position Description

Position Title: **Human Resources Director**
Division: **Human Resources**
Department:
Reports To: **Executive Council**
Position Code: **HUM005E**
Last Updated: **March 2023**

About the Job:

Lead the Human Resources team to plan, design, and initiate employment life-cycle programs for the Forest County Potawatomi Tribal Community (FCPC).

Here's what you'll be doing:

1. Lead and manage a team of professionals to plan, design and initiate programs in the areas of talent acquisition, talent development, total rewards, HRIS, employee relations, Tribal member recruitment, policy implementation, and investigations.
2. Prepare, review, interpret, and analyze data that supports the creation and execution of the department master strategic plan, including but not limited to short and long-term goals, employee engagement, budgets and grant funding, key performance indicators, and other measurable outcomes.
3. Plan, design and execute on the Forest County Potawatomi Communities preference system vision, through a thorough understanding of the history of the Tribe.
4. Ensure standard operating procedures are aligned with divisional strategy, FCPC policies and in coordination with other division strategies.
5. Develop appropriate financial and programmatic metrics to build accountability, measure results and optimize programs' impacts.
6. Ensure departmental employee effectiveness through recognition, coaching, counseling, skill advancement, performance evaluation, and corrective action. Ensure good leaders become great leaders.
7. Ensure all grant funds, contracts and agreements are properly executed.
8. Serve as a mentor, coach, and positive role model for ethical behavior.
9. Represent Forest County Potawatomi at appropriate venues as a participant, and often as teacher, presenter, or facilitator.
10. Enforce the Forest County Potawatomi preference system in all hiring, training, and decisions such that all FCPC tribal members have first preference, Indians have second preference, spouses of tribal members have third preference, and individuals with Potawatomi ancestry or ties have fourth preference, to promote employees to ensure the future and welfare of the next generations.
11. Ensure that qualified Forest County Potawatomi Community members be placed in training positions to manage all tribal departments and enterprises and to facilitate self-reliance and self-governance.

Here's what you'll need to be successful (Education, Experience, Knowledge, Skills, Abilities):

- Degree in Human Resources, Business Administration, Industrial Psychology, or related field. Master's Degree preferred with 8 years of field-related leadership experience; or Bachelor's Degree with 10 years of field-related leadership experience; or lesser education with 15 years of Human Resources leadership experience at the pinnacle level.
- Thorough understanding and experience with all aspects of Human Resources processes.
- Desire to drive Forest County Potawatomi to the next level in Human Resources.
- Ability to identify, analyze, disseminate, and develop creative response models to address community wide issues and challenges, in coordination with other divisions and Executive Council.
- Thorough understanding of budgets, strategic planning and oversight of tactical execution.
- Experience with systems selection, installation, and integration for HRIS, LMS, PMS, ATS, etc.

Physical Demands:

Carry 50#:	Occasional
Carry 25#:	Occasional
Pull:	Occasional
Push:	Occasional
See:	Frequent
Hear:	Frequent
Walk:	Occasional
Stand:	Occasional
Sit:	Frequent
Crawl:	Not Applicable
Heights:	Not Applicable
Enclosed Space:	Not Applicable
Twist:	Occasional
Bend:	Occasional
Climb:	Not Applicable
Drive:	Occasional
Heavy Equipment:	Not Applicable