

Kickapoo Tribe In Kansas Position Description
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Title: Director of Human Resources

Reports to: Tribal Chairman

Exempt Status: Exempt

Location: Kickapoo Reservation in Kansas

Primary Duties and Responsibilities:

This full-time management position works under the direction of the Chief Executive Officer/Executive Director and is responsible for the overall successful administration of the Human Resources Department of the Kickapoo Tribe in Kansas. The Director shall provide technical assistance to CEO/ED, Tribal Council, committees, and management staff on Federal, State, and Tribal employment laws and regulations as they pertain to the Tribal government operations. The Director of Human Resources shall be a part of the administrative team representing the Tribe in all labor relations issues.

The Director shall be responsible for all employment matters from recruitment, selection, classification, compensation, benefits such as retirement and medical, training, employee development, compliance with Indian Preference and other Tribal employment ordinances, career counseling, employee relations, adverse actions, disciplinary counseling, organizational analysis & development, and interpretation and application of Tribal employment policies and procedures.

The Director of Human Resources shall be responsible for the development, implementation, and administration of an effective and successful employee policy manual.

The Director shall supervise Human Resource staff in a positive and effective manner and make general and special reports and employment summaries to the CEO/Executive Director as requested. This position shall maintain a high level of communication and work cooperatively with other departments and programs. This position shall perform all other related duties as assigned by the immediate supervisor.

Required Education/Experience Requirements:

- B.A. Degree in Human Resources, Business, or other related field.
- At least two (2) years successful supervisory experience with two (2) or more staff.
- Must have at least five (5) years of successful experience in Human Resources.
- Must have superior working knowledge of Tribal, Federal, and State employment laws and regulations as they pertain to a Tribal operation.
- Successful working knowledge developing and implementing a full employee benefits package including retirement, health/medical, 401k, ERISA, COBRA.
- Demonstrated successful work experience with tribal government agencies.

