

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE: LAND USE DIRECTOR
DEPARTMENT: LAND USE
SALARY: (\$38.82 - \$44.61) EXEC 7-8 Step 1-3 DOE
OPENS: April 15, 2024
CLOSES: May 3, 2024
CAREER STATUS: **EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The Land Use Director is a pivotal management position tasked with the development, implementation, and administration of the Land Use Department's strategies and policies. This role ensures management direction, operational efficiency, effective administration, and high-quality service delivery, under the guidance of the Land Use Policy Commission (LUPC). The Director plays a crucial role in aligning department activities with strategic goals and long-term sustainability initiatives of the tribal community.

SUPERVISION:

The Land Use Director operates under the direct supervision of the Executive Director or their designee and is evaluated accordingly. Policy direction is received from the Fort Hall Business Council & Land Use Commission. This position is responsible for the supervision, evaluation, and oversight of the Land Use Programs and staff, fostering a collaborative and effective team environment.

DUTIES AND RESPONSIBILITIES:

Program Management:

- Administer and enforce the Shoshone-Bannock Tribes Land Use Policy Ordinances.
- Oversee diverse programs including Agricultural Resource Management, Range, Air Quality, Solid Waste, Environmental Waste Management, Building Inspections and Compliance, Livestock Compliance, Tribal GIS, and Tribal Broadband Development.

Community and Federal Agency Liaison:

- Act as the primary liaison between the Land Use Policy Commission, the Executive Director, and the Fort Hall Business Council, ensuring effective communication and coordination of department activities.

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Approved 4/12/24 DA3296

- Coordinate with federal agencies (Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, etc.) for the management of Tribal resources.

Financial Oversight:

- Manage departmental budgets, ensure auditable financial records, and oversee the effective collection and deposit of all accounts receivable.
- Seek, manage, and apply for grants and additional funding to support department functions.

Strategic and Policy Development:

- Develop Land Use policies, regulations, and operating procedure, and advise on land acquisitions and policy guidance.
- Serve on the Board of Directors for Pahsimeroi Capital, enhancing departmental contributions to tribal goals.

Operational Excellence:

- Maintain an inventory of land for Tribal member use, oversee Broadband Grant activities, and ensure departmental compliance with Tribal Management System policies.
- Leads and/or assists Right-of-Way Negotiations and renewals for all electrical, gas, oil, and fiber optic transmission lines within the Fort Hall Reservation.
- Receives, reviews, investigates and resolves complaints regarding the operation of the department and may assist LUPC with any Land Use Ordinance complaints.

OTHER DUTIES AS ASSIGNED:

Duties and responsibilities shall include other related activities as needed to carry out the position functions.

TRIBAL MANAGEMENT SYSTEM COMPLIANCE:

The Director ensures that departmental operations adhere to applicable regulations and Tribal Management System policies regarding Personnel, Finance, Contracting, Administration, Records, Facilities, IT, and Property, taking corrective actions as needed.

CONFIDENTIALITY:

Strict confidentiality of all information, including records, reports, and conversations, is mandatory. A breach of confidentiality is subject to disciplinary action, up to and including dismissal.

PERFORMANCE STANDARDS AND COMPETENCIES:

- Demonstrates leadership, problem-solving, interpersonal relations, fiscal management, and team-building skills.
- Maintains effective communication and establishes robust working relationships.
- Adapts quickly to changes, working autonomously and with integrity.
- Projects professionalism and motivates staff toward achieving departmental and tribal goals.
- Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes.
- Required as condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- Projects a professional attitude and appearance.

- Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.

QUALIFICATIONS:

Minimum (EXEC-7):

- Bachelor's Degree from an accredited college or university in Natural Resources Management, Land Use Management, Planning, Public Administration or other relevant field with official transcripts.
- 5+ years of successful supervisory & management experience.
- Valid driver's license, insurable by the Tribe.
- Proven dependability and credibility in employment history.

Preferred (EXEC-8):

- Master's Degree from an accredited college or university in Natural Resources Management, Land Use Management, Planning, Public Administration or other in a related field with official transcripts.
- 2+ years of successful supervisory & management experience.
- Demonstrated success in managing contracts, grants, and budgets.
- Proficiency in interpreting laws, regulations, and policies.
- Experience with GIS technologies or similar systems is advantageous.
- Ability to understand, interpret, and comprehend scientific/technical data from Federal Agencies and other technical documents.
- Ability to understand and execute a variety of complex written and oral instructions.

Professional and Personal Attributes:

- Knowledgeable in tribal sovereignty and familiar with tribal community dynamics.
- Demonstrated ability in cultural competence and commitment to serving the tribal community's interests.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.