



Pride Of The Ojibwa

LCO CONSERVATION DEPARTMENT
13394 W Trepania Road Building 1
Hayward • Wisconsin • 54843
PHONE (715) 634-0102 • FAX (715) 634-0107

****Job Announcement****

LCO Conservation Grants Manager

POSITION: Lac Courte Oreilles Conservation Grants Manager
SALARY: Negotiable (D.O.Q)
LOCATION: Lac Courte Oreilles Conservation Office
SUPERVISOR: Lac Courte Oreilles Conservation Director
ADMINISTRATION: Lac Courte Oreilles Governmental Personnel
Policy Manual
CLOSING DATE: Open until filled

Qualifications:

- Mature Adult. Tribal Preference Applies.
- Bachelor Degree in related field preferred; or
- Five years' experience in business administration or governmental contracts and grants management.
- Must have staff supervisory experience
- Must be extremely professional, dependable, and courteous, and self-assertive.
- Effective written and oral communication skills required.
- Must have strong computer skills.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire.
- Must be able to work cooperatively in a team-oriented environment.
- Must be extremely accurate and detail oriented.
- Possess a valid Driver's License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check(s) and drug test.

Duties and Responsibilities:

- Maintain all federal, state, and local contracts and grants, including renewals.
- Responsible for federal/financial/SF 425 reporting.
- Assist LCO Conservation program directors with budgets based on award specifications.
- Assist LCO Conservation program directors in meeting compliance objectives such as reports submissions and appropriate expenditures according to contract and grant deliverables.
- Review Accounts Payables, Travel and Requisition Requests for line item budget balances and proper account codes.
- Assist LCO Conservation program directors with close-outs methodologies as well as acting as an ombudsman to contract and grant entities.
- Perform other duties as assigned.

Application Procedure:

Submit LCO Employment Application, résumé, three (3) personal reference letters, and cover letter to the address below. Résumé should be type written and include information on education, experience, professional and/or community involvement and availability.

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394W Trepania Road
Hayward, WI 54843
PH: (715) 634-8934
Fax: (715) 634-4797
HR Fax: (715) 699-1209**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.