

The following is a list of job vacancies as of the date indicated above.

Human Resources Director (Stroud) #2017-28 This position involves specialized work in developing and maintaining the Human Resources department of the Sac & Fox Nation. In addition, develops and administers various human resource plans and procedures for all SFN personnel. Responsible for providing services in the area of employment, wage and salary administration, training, career development, employment, employment benefits, insurance, retirement program, and personnel data/statistical information. Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems. Recommends and initiates necessary changes to meet programmatic changes. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts salary surveys and participates in the development of all program salary budgets; analyzes compensation, monitors performance evaluation program and revises as necessary. Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, and information activities program. Conducts recruitment effort for all exempt and nonexempt personnel. Participates in decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed. Ensures personnel records are established and maintained in accordance with applicable employment laws/mandates. Retains employment records as prescribed by law. Maintains the Nation's organizational charts. Acts in the labor relations capacity and performs such function in cooperation with Program Directors to ensure equitable and fairness. Acts as technical consultant on employment laws, i.e. Workmen's Compensation, ADA, FMLA, EEO, etc. Considerable knowledge of principles and practices of personnel administration, effective communication skills, and the ability to give leadership to programs and to relate well to others. Ability to write, clear, accurate, and logically Ability to establish and maintain effective working relationships with program officials, supervisors, employees, and Tribal Officials. Ability to deal tactfully with public. Ability to exercise sound judgment, be able to plan, be well organized, and have excellent oral and written communication skills, work well under pressure, take the initiative, and be flexible and cooperative. Individual should be accurate, timely and respect confidentiality concerning employee information and SFN records. Familiarity with applicable state and federal regulations. Bachelor's degree and three years' general experience in the personnel field, OR Master's degree in personnel administration and two years' general experience in the personnel field, OR Seven years' progressively responsible work in the Human Resources Field, OR any appropriate combination of education and experience.

Certification Manager (Stroud) #2017-27 this position provides direct supervision of the Certification Specialists I and II. Oversees and monitors daily operations of the certification component of the Food Distribution Program on Indian Reservations to insure compliance with regulations, policies and procedures of the Food and Nutrition Service and the Sac and Fox Nation. Reports directly to and is supervised by the Food Distribution Program Director. Thorough knowledge of office skills including record keeping, filing, mathematical calculations, operation of office machines, supervisor skills, knowledge of federal/state food program regulations, as well as excellent typing skills. Associates Degree in a related field. Three years of responsible and varied social work with one year of work history in working with federal/state/tribal programs. Past supervisory experience and/or any equivalent

combination of education and experience. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Police Officer (Stroud) #2017-26 This position performs law enforcement work including security, traffic enforcement, booking and other related duties as required. Applicants must possess a high school diploma or GED; certification and one (1) years' experience working with the public; thirty (30) semester hours of college or equivalent experience in related field. Applicants must be certified through a Basic Police Academy, whether the Indian Police Academy (BIA) or State; be at least 21 years of age; reside in or near the tribal jurisdictional area; pass a background investigation (has not been convicted of a felony, a crime of moral turpitude, or who has been dishonorably discharged from the Armed Forces of the United States); be in good to excellent general health; free from any mental or physical problems; height must be in proportion with weight; eyesight must be 20/20 or corrected to 20/20 (contact lenses and glasses are acceptable); hearing must be normal in both ears (no hearing aid devices). Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Family Practice Physician (Black Hawk Health Center) #2017-25 This position is to provide general medical/family practice services to eligible Native American/Alaska Natives for treatment that resides within the jurisdiction of the Sac and Fox Nation. The Black Hawk Health Center is an integral component of a community health care based program. The Nation's health care program provides comprehensive outpatient health care services to eligible Native Americans/Alaska Natives. Knowledge of principles, practice, and procedures of health care quality management. Knowledge of medical practice management, leadership, and supervision necessary. Graduate of an accredited college/university of medicine and must possess a current unrestricted Oklahoma State License, current DEA license and must be an eligible Medicaid and Medicare provider. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Environmental Specialist (Stroud) #2017-24 Under immediate to general supervision, performs routine technical and professional work in an environmental quality or environmental/public health program or special project. Responsible for collection information and/or conducting various inspections and evaluations related to environmental quality, disposal of hazardous and solid wastes, sanitary and health conditions, protection of natural resources and similar environmental concerns. Basic and routine work is typically performed under general supervision with prescribed objectives in insuring compliance with existing tribal and federal regulations. More advanced technical and professional assignments will be well defined and well prescribed and performed under close supervision. Skills in operating and maintaining monitoring and detection equipment. Computer skills required. A bachelor's degree in a physical, natural or biological science, public health, environmental health or environmental science; OR an equivalent combination of education and experience, substituting 1 year of professional experience in one of the degree areas for each year of the required education. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Registered Licensed Dietician (Stroud) #2017-23 The incumbent is under the general direction of the Medical Director. In this position the Dietitian develops and implements nutrition education services and programs for individuals, families and groups serviced by the Black Hawk Health Center. These programs are to improve the general level of health, prevent potential health problems, and to provide clinical nutritional services for patients with existing medical conditions. The incumbent serves on the Diabetes Care Committee. Knowledge of various nutritional protocols. Must be able to write easy to understand educational materials for food preparations and sanitation requirements. Must be able to pass an OSBI National Background check. Bachelors or Master's degree in the field of dietetics/nutrition, including food preparation and service. Must be a registered/Licensed Dietician or registry eligible. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Attorney General (Stroud) #2017-20 This position is responsible for ensuring that the laws of Sac and Fox Nation are uniformly and adequately enforced. (1) Heads the Department of Justice, which is responsible for providing state legal services and support for local law enforcement in reference to the Sac and Fox Nation for services to Native Americans within tribal jurisdiction; and (2) Acts as chief counsel in state litigation and serves as legal advisor to the Business Committee and agencies representing Sac and Fox Nation. (3) Oversees legal regulations of the Sac and Fox Nation enforcement agencies, including the Police Department and Sheriff's. Ability to interpret written and oral instructions and carry out duties and responsibilities with limited amount of supervision. Ability to analyze and interpret complex data, and to develop meaningful reports, charts or graphs reflecting this data for effective presentations. Ability to write, or to direct the writing of effective proposals/grants/contracts, etc. Full knowledge of federal Regulations. Strong knowledge of the English language and its proper use in writing grants and proposals. Thorough skill in exercising good judgment; analytical skills; organizing and presenting facts clearly and concisely; and in planning, forecasting and evaluating. Ability to work well under pressure of short timeframes. Must have A Juris Doctor Degree in **Law**, must have passed the Bar Exam, and at least three (5) years of related professional level experience. Experience and knowledge with Tribal Law preferred. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Surveillance Observer (Gaming/Shawnee) 2017-17 Responsible for protection of casino assets. Possesses knowledge of clandestine surveillance operations. Requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Strong verbal and written communication skills. Must maintain a professional appearance. Knowledge of methods of cheating games and other related activities. Broad knowledge of games and casino rules, procedures and administration. Familiarity with camera equipment and methods of operations and recording. Ability to perform assigned duties in highly interruptive conditions and constant time pressures. Must be able to handle a fast-paced environment. Licensed by the Tribal Gaming Commission. High school diploma or GED required; bi-cultural experience preferred; Native American preference. Must be able to work various shifts, weekends, and holidays. Standing for extended periods of time may be required. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans.

Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

RAP Specialist (Stroud) #2017-12 Under administrative direction of the RAP Administrator, provides services to Members, Committees and Employees of the Sac and Fox Nation by receiving program inquires; calls and applications & budget assistance to employees and committees, recording all RAP expenditures to ensure accountability and compliance and reconciling assigned accounts on a monthly basis. Assist in the supervision and coordination of the activities of the RAP Department and RAP programs such as Tribal Energy, Hardship, Health Assistance Programs, Driveway Assistance, Tribal Emergency Home Repair, Requests for Charitable and Local Government Donations and all other RAP programs and services administered by the RAP Department. Interprets and explains rules and regulations governing eligibility, methods of payments and legal rights of tribal members & vendors in relation to programs. Records and evaluates personal and financial data obtained from applicants to determine initial or continuing eligibility. Oversees application processes of programs and submits reports as required. Assists in procedures to grant, modify, deny or terminate eligibility for various services programs. Prepares regular and special reports as required. Coordinates and maintains cooperative relationships with other public and private agencies offering program assistance. Enters all RAP expenditures in the RAP accounting software. Responsible for reconciling assigned accounts on a monthly basis. Assists Committees with RAP inquires. General knowledge of programs available to members of the Sac and Fox Nation through gaming revenues. General knowledge of the principles and practices of social and counseling casework. Thorough skill in dealing effectively with people; in evaluating and choosing appropriate course of action; and in communicating effectively both orally and in writing. Sensitive to the culture and traditions of the Sac and Fox tribal members. High school diploma or GED equivalent Two years of experience in performing technical accounting work; or an equivalent combination of education and experience, substituting 12 semester hours in accounting for the required additional year of experience. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Executive Director (Gaming/Shawnee) #2017-09 Under immediate general supervision of the Gaming Commission. Responsible for overall management of Gaming Office. Supervises the Surveillance, Compliance, Internal Audit and Licensing Department of the Gaming Commission. Monitors Tribal laws, rules and regulations and make recommendations for amendments as necessary. Maintains strict confidentiality. Serves as the official representative of the Gaming Commission. Annually prepares and submits to the Business Committee, for approval, the budget for the succeeding fiscal year. Submits update reports as needed. Takes such action as may be determined by the Gaming commission as necessary to protect the security and integrity of gaming. Monitors the casino for gaming related offenses, violations of internal control, minimum procedures and other criminal violations. Tracks true impacts of gaming on the community and negotiates with state and local police office for adequate law enforcement to deal with criminal behavior response from gaming. Carries out the duties and responsibilities provided under the Gaming Control Article IV, Section J and as well as such other duties with respect to gaming activities. Completes other duties and special projects as required. Knowledge of casino operations is a plus. Ability to obtain a gaming license from the Sac and Fox Gaming Commission. Minimum

education of four (4) year college preferred. Five years in management experience in a regulatory/compliance agency. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Realty Director (Stroud) #2017-08 Under the general administrative supervision of the Tribal Administrator, the director receives technical advice and assistance from the Area Realty Officer and technical staff as requested. Administers the Real Property Management program within the framework of established laws, regulations, policies, procedures, and program objectives. While advice and guidance are provided on policy matters, the Director is expected to carry out assigned duties and responsibilities with a minimum of supervision. Guides include Federal Statutes, Code of Federal Regulations, Indian Affairs Manual, States Laws, formal and informal Solicitors' opinions; decision rendered by Federal, State, and tribal courts, State inheritance laws and notary guidelines, tribal constitutions, codes, ordinances and resolutions, and Central and Area Office directives. Applicant must have any combination of education or experience of four (4) years in related field of Real Property management practices. Must be familiar with land issues and concerns pertaining to Native Americans. Realty practices, laws and values, including experience with realty transactions and conveyances; effects of various methods of acquisitions, knowledge of IIM accounts and disposal upon the uses and value of land. Economic, social or ecological functions affective the use of real property, land and associated natural resources, e.q., conversation, urban renewal, agriculture and other practices. Management and financing practices of lease and sale of real property and relocation assistance, payment and services due to acquisition of real property. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Managing Editor (Stroud) #2017-01 This position serves in a staff capacity to establish and manage the production and printing of the Sac and Fox News. The purpose of the position is to provide oral and written communications to the press, public, and tribal membership. Knowledge of effective public relations and the ability to utilize press media resources to announcement appropriate SFN activities and accomplishments. Basic knowledge of Native American culture, traditions, and people is highly desirable. Possesses excellent verbal and written skills, and excellent interpersonal skills. Ability to manage and coordinate activities associated with the development of newsletter. Excellent skills in operations of computers and associated software required for the development and distribution of a newsletter. Bachelor's Degree in Public Relations, Journalism, Advertising, communications, or related field. Minimum of three (3) years of professional experience in journalism, publications, or public information to gain experience related to newspaper publication may be considered in lieu of above. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

RAP Administrator (Stroud) #2016-28 Positions in this job family are assigned responsibilities for coordinating, providing direction and guidance for program services and operations, and coordinating program functions and activities within the Revenue Allocation Plan. Provides a variety of services and assistance to eligible clients, or overall responsibility for activities involving the principle operations of the Nation's Revenue Allocation Plan. Coordinates and

manages the activities of all programs approved under funding by the Nation's Revenue Allocation Plan. Knowledge for maintaining all accounting records of a small fiscal unit or performing independent advanced specialized accounting tasks. Communications skills and office practices, typing, and typing format, preparation of written correspondence, i.e., reports, field reports, letters and memorandums. Knowledge of Privacy Act. General knowledge of programs available to tribal members. Thorough skill in dealing effectively with people; in evaluating and choosing appropriate course of action; and in communicating effectively both orally and in writing. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Policy Analyst (Stroud) #2016-15 Gathers and analyzes information concerning congressional and administrative activities that affect the welfare of the SFN and its members and provides advice regarding alternatives that exist in developing strategies and decisions concerning programs, policies, budgets and any other areas of concern to the SFN. Researches, analyzes, directs, and monitors national/congressional legislation affecting the SFN. Knowledge of the Code of Laws for the SFN. Ability to interpret complicated legislative and/or agency rule/finding language to determine potential effect and impact on the SFN. Ability to write and submit congressional testimony on behalf of the SFN. Ability to draft new legislative language and to edit existing legislative language for best possible impact on priorities. Ability to effectively present priorities, strategy and positions of SFN to appropriate congressional/agency staff. Ability to draft concise position statements and draft letters to congressional/agency officials. Ability to read, analyze and interpret common specific and technical journals, financial reports and legal documents. Ability to effectively present information to Business Committee. Must have excellent analytical, verbal and writing skills. Must have strong presentation skills. Must have strong administrative and computer skills. Must be able to multitask. Juris Doctorate degree from an accredited law school. Five (5) years of related experience preferred. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

Resident Advisor #2010-32 (Juvenile Detention Center/Stroud) The Resident Advisor provides direct supervision and interaction with Facility Residents on a continual basis. This position is responsible for the safety and security of the juvenile residents. Applicants must possess valid Oklahoma drivers license; be able to work flexible hours; at least 22 years of age; high school diploma or GED; up to two (2) years of college majoring in a behavioral sciences related field. One (1) year experience working with juveniles in a residential or detention setting or two (2) years providing juveniles with supervision in a formal setting preferred. Commensurate with experience, plus great benefits. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. Open continuously. **Open Continuously.**

For more information and learn how to apply visit our website at www.sacandfoxnation.com or contact Human Resources, Sac and Fox Nation, 920883 S. Hwy 99, Bldg. A, Stroud, OK 74079, phone 918-968-3526.

Request a copy be placed on all employee bulletin boards and routed through employees. Should you need any additional information, please contact HR.

Cc: Business Committee 08/14/2017