

Executive Job Opportunity Announcement

GENERAL MANAGER OF TRIBAL OPERATIONS

PRAIRIE BAND POTAWATOMI NATION

SUMMARY:

The General Manager of Tribal Operations (GMTO) reports to the Tribal Council and is responsible for the administrative operation of the Nation's departments, which may include developing, recommending and implementing policies, program planning, fiscal management, administration and operations of the Nation's government functions and services. The GMTO will work directly with the Tribal Council to facilitate communication regarding program needs and shall be responsible for accomplishing the Nation's goals and objectives and for ensuring that the members are provided with desired and mandated services in an effective cost efficient manner. This position coordinates development of program budgets and is responsible for the oversight and direction of all Tribal government programs and departments which includes approximately 300 tribal government employees.

PREFERRED QUALIFICATIONS:

- Master's Degree in Business Administration, Public Administration, or Management
- Eight (8) years' experience in the Executive or Business Management / Public Administration / Tribal Government field

Preference in employment actions exercised in accordance with applicable law. Applicants must provide proof of eligibility for preference as part of each applicant's application package.

Interested candidates should send his/her resume and inquiries to:

John Holtz, Director of Recruitment
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c. 913-269-4475