

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**Lac Courte Oreilles Conservation Director**

**POSITION:** Lac Courte Oreilles Conservation Director  
**POSTING DATE:** October 12, 2017  
**CLOSING DATE:** October 26, 2017  
**LOCATION:** LCO Conservation Department  
**SUPERVISION:** Executive Director, Lac Courte Oreilles Tribe  
**ADMINISTRATION:** Lac Courte Oreilles Personnel Policy Manual

**POSITION SUMMARY:**

The LCO Conservation Director is a full-time position responsible for supervision, administration, fiscal management, planning and developing and implementing a comprehensive conservation program.

**Qualifications:**

1. Mature Adult.
2. Tribal Preference Applies.
3. Bachelor Degree in Natural Resources, Public Administration, Business Management, or related field preferred.
4. Must have Valid WI Driver's License, reliable transportation and maintain full auto insurance coverage.
5. Excellent verbal and written communication skills.
6. Must have experience in working in a supervisory capacity.
7. Must have experience in writing and maintain grants.
8. Must have extensive knowledge in of fiscal and management and reporting requirements.
9. Maintain Confidentiality in all department matter.
10. Must be able to pass a background check(s).
11. Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

**Duties and Responsibilities:**

1. Maintain Confidentiality in all department matters.
2. Management and fiscal responsibility of grants and contracts.
3. Schedule and provide enforcement of Tribal ordinances and all pertinent Federal Laws.
4. Coordinate with Fire Dept. and public safety officials in the event of community crisis.
5. Supervise patrol staff within boundaries of the LCO Reservation for persons in violation of the Hunting and fishing codes, trespass and timber harvest.
6. Ensure problematic wildlife complaints are resolved.
7. Maintain call logs and vehicle mileage to ensure accountability.
8. Ensure facility equipment is updated and maintained as needed.
9. Establish, demonstrate, and maintain the highest level of service for all employees to follow.
10. Address any and all complaints in a timely fashion through the use of established policies and procedures.
11. Oversee Fish Hatchery operations to ensure maximum stock production.

**Application Procedure:**

Submit complete LCO Employment Application, resume, at least three (3) personal letters of recommendation, and any other supportive document. **Tribal member applicants must provide a signed official document, or Tribal ID, from a federally recognized Tribe acknowledging enrollment, to:**

**Lac Courte Oreilles Tribal Government  
Attn: Human Resources Department  
13394 W Trepania Road  
Hayward, WI 54843**

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