

Sisseton-Wahpeton Oyate

Job Description

Job Title: Tribal Employment Rights Office (TERO) Director

Salary: \$70,000.00 - \$95,000.00 Annually

Location: All Areas on and near the Lake Traverse Reservation

Job Type: Full Time Exempt

Division: Administration Law Enforcement

Department: Tribal Employment Rights Office

Position Summary:

Under the general direction of the TERO Commission and Tribal Chairman, the Tribal Employment Rights Office (TERO) Director is responsible for the implementation and enforcement of the Tribal Employment Rights Office Ordinance. Works closely with contractors, other tribal departments, corporations, and non-tribal organizations to meet the mandates of Indian Preference law. Also, will collaborate on adult training programs to enhance the skills of tribal members. Oversees and maintains database of potential applicants and Indian Preference certified businesses of TERO.

Duties & Responsibilities:

Key Responsibilities:

1. Always maintain compliance and enforcement of the TERO Ordinance/Indian preference law.
2. Monitors any changes with the TERO Ordinance and enacts them into TERO policies and procedures.

Duties & Responsibilities:

1. Required to keep tribal members informed on projects and jobs.
2. Monitors hiring of personnel to ensure compliance with TERO for all covered employers and contractors. This includes recruitment, hiring, upgrade, promotion, transfer, rate of pay, retention, and selection for training or apprenticeship.
3. Develops an Indian preference plan through negotiation with contractor. Oversee adherence of submission of appropriate reports such as labor force reports and payroll reports by contractor.
4. Issues guidelines for how to obtain a TERO Indian Preference, and issues violations when required or directs the Compliance Officers to do the same.

5. Issues notice of non-compliance, warnings and citations, or directs the Compliance Officers to do the same.
6. Conducts audits, investigations and inspections on a regular basis, or directs the Compliance Officers to do the same.
7. Issue orders, impose fines, suspends or terminates a covered employers' operation for non-compliance, conduct hearings, subpoena documents and witnesses and petition the tribal court for such orders as necessary and appropriate to enforce decisions and sanctions.
8. Establishes working relationships with outside agencies to enhance the employment and training of Indian preference businesses and tribal members.
9. Works with all TERO staff in the maintenance and accuracy of a skills bank and identify potential individuals skills/experience and general qualifications.
10. Keep an active updated list of contractors and vendors.
11. Perform varied and analytical work to insure adherence to the TERO Ordinance.
12. Travel to job sites to perform contract compliance review, or directs the Compliance Officers to do the same.
13. Attend TERO hearings. Bring actions in Tribal court and other jurisdiction as necessary to carry out the intent of TERO ordinance.
14. Shall be the impartial investigating agent responsible for investigating, researching, reporting, and documenting any information required within the set timeframes. Gathers, tabulates, and analyzes factual data for investigations.
15. Monitors the labor/workforce market to provide information to employees and tribal members.
16. Aids individuals regarding filing of complaints.
17. Prepare budgets and monthly reports to Tribal Chairman and TERO Commission.
18. Provides supervision, coordination, and direction for staff members.
19. Write, develop, and type letters, budgets, proposals, brochures, reports, and other items as may be required.
20. Travel to attend meetings and/or training workshops.

Education/Experience/Minimum Qualifications:

1. Bachelor's degree in related field with two years of management experience or five years job specified experience that prepares incumbent with the skills necessary to perform the job.
2. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

Minimum Qualifications & Skills:

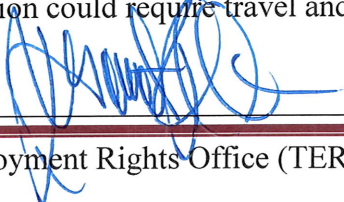
1. Proficient in computer applications and operations. Especially Microsoft Office (Word, Excel, Outlook).
2. Must be able to communicate effectively in both written and verbal forms to Tribal Council, TERO Commission and Tribal Court.
3. Contract, Bid and RFP experience required.
4. Must be knowledgeable of the Tribal Employment Rights Ordinance, Sisseton-Wahpeton Oyate administrative techniques and methodology.
5. Must be able to read and prepare budgets.
6. Previous experience in investigations/report writing.
7. Knowledge of tribal government and/or tribal operations, as well as tribal culture.
8. Knowledge of public and private employee training programs and trends.

Supervisory Responsibilities:

1. At least 1 year of experience supervising staff.
2. Performs the full range of supervisory duties and responsibilities.
3. Plans work of subordinates based on priorities, nature of assignment.
4. Develops work performance plans and evaluates the performance of subordinates.
5. Provides advice, instruction, and guidance to subordinates on work and administrative matters.
6. Effects disciplinary actions and determines developmental training needs of employees.
7. Supervises subordinate employees including assigning and reviewing work, evaluation performance, training, taking necessary disciplinary action and making hiring and termination decisions and recommendations to the TERO Commission.
8. Use and promote a team approach to management and ensure accountability throughout the workplace.

Conditions of Employment:

1. All applicants are subject to the Sisseton-Wahpeton Oyate's Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Sisseton-Wahpeton Oyate personnel and other policies and procedures.
3. The Sisseton-Wahpeton Oyate is an equal opportunity employer who exercises Indian preference.
4. Valid state issued driver's license and/or the ability to obtain a Tribal driver's license. Must be insurable on the Tribe's insurance policy.
5. Position could require travel and occasional work outside of regular work schedule.

Approved  Date 6-8-26