



1854 Treaty Authority

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www.1854treatyauthority.org

VACANCY ANNOUNCEMENT

POSITION: Human Resource Generalist/Office Manager

CLASSIFICATION: Regular Full-Time

LOCATION: 1854 Office – Duluth, MN

SALARY: \$66,036.00/year + Fringe Benefits.

CLOSING DATE: February 23, 2024

SUPERVISION: Reports to the Executive Director, Performs the duties listed below in a manner consistent with the 1854 Treaty Authority's Policies and Procedures. Receives directions and assignments from the Executive Director and is expected to exercise independent judgment and initiative in performance of duties and completion of assignments.

DUTIES AND RESPONSIBILITIES: Primary responsibilities for this position are to administer the human resource programs/duties and oversee all aspects of managing the 1854 offices' day to day activities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Maintain Human Resource Information System to include maintenance of employee personnel files, ensure employment law compliance, and other related duties.

Maintain Authority insurance and benefit programs, including Workman's Comp claims, unemployment claims, health insurance and advise employees on insurance claims and questions along with financial officer.

Employee Orientation: Pertinent employment information.

Assist in the financial management to ensure compliance with rules and regulations of the various funding agencies.

Process travel per diems, sign all disbursements and distribute checks.

Schedule Board Meetings upon request by the 1854 Board Chairperson through the Executive Director. Distribute information packets for Board Meetings, attend the meetings, and assist in taking meeting minutes.

Assist other divisions with organizing meetings, trainings, etc.

Answer telephone and provide information to callers or route calls to appropriate person.

Meet and greet visitors and provide information or services as needed.

Maintain office files.

Maintain journals for all deposits.

Assist with annual financial audit.

Supervise the day to day activities of the Authority Administrative office.

Maintain property management system of the organization (inventory).

Maintain leases of vehicles, office space, storage, copier, and postage meter.

Registration of vehicles, boats, snowmobiles, etc.

Prepare outgoing mail, date and distribute incoming mail.

Maintain Enforcement Division files.

1854 Treaty Authority Conservation Court Administrator (clerk of court).

Assist with the printing of the 1854 Treaty Authority newsletter and prepare for mailing, maintain address list.

Attend various meetings pertinent to the 1854 Treaty Authority.

Staff outreach events in cooperation with the Education and Outreach Division.

Issue 1854 Identification Cards, along with hunting & trapping permits, etc.

Assist other divisions with projects as needed.

Follow all policies and procedures of the 1854 Treaty Authority.

Perform other job related duties as delegated by the Executive Director.

QUALIFICATIONS:

Business or related Degree/Certification or commensurate experience in human resource administration and office administration.

Knowledge of Human Resource laws and regulations.

Ability to communicate with the public and possess strong interpersonal skills.

High degree of oral and written communication abilities.

Ability to work independently and take initiative to complete tasks.

Strong organizational skills.

Attention to detail and accuracy.

Knowledge of computer applications and Microsoft programs (Word, Excel, Outlook, etc).

Familiarity or experience with Native American Culture, organizations, and activities.

Valid drivers' license and ability to be insured by the Authority vehicle insurance program.

Job offer is conditional upon successful completion of a pre-employment drug test and background check.

Native American preference will be applied.

APPLICATION PROCEDURES:

Please submit by mail, fax, or e-mail a completed 1854 Treaty Authority general application (available on front page of 1854 Treaty Authority website), a resume (include three references), and a cover letter to:

Sonny Myers, Executive Director:
1854 Treaty Authority
4428 Haines Road
Duluth, MN 55811.

Phone: (218)-722-8907
Fax: (218) 722-7003
E- Mail: smyers@1854treatyauthority.org