SUMMARY: The Mashpee Wampanoag Tribe is seeking a professional Human Resource Manager to perform excellence in Leadership through Management and Administration of Tribal operations including meeting the human resource needs and other service(s) delivery to clients/customers of the tribe. The ideal candidate possesses a high level of initiative and execution, is a skilled professional with extensive experience in Human Resources Management. This position manages, administers and innovates human resource programs, policies and initiatives, that support the Tribes goals, and positively engages the workforce. This position advises leadership on all human resource matters with a broad and current subject matter knowledge that includes expertise in tribal, state and federal employment laws. The Human Resource Manager is responsible for the deployment of workforce training and development, tribal operations performance management, compensation and budget planning. This position works in collaboration with the Comptroller, and Tribal Administrator, and under the direction and advice of the Vice Chairperson to meet the Tribe’s goals. The position manages the HRIS including the recruitment, applicant tracking, hiring and training program(s), manages the performance management system¹, plans annual workforce budgets, forecasts training, manages payroll, compensation and benefits and supports the Tribal Administrator and Comptroller to meet operations goals. Is responsible for implementing/integrating policies, identifying risks, and developing strategies to prevent harmful activities or practices. Responsible for the data quality and reconciliation of department documentation through the tribe’s financial reporting system(s), annual audits, and quarterly performance reviews. In collaboration with MWTC, the Human Resource Manager is in part, responsible for the Tribe’s final annual audit performance results and action plan implementation. (¹Employee performance management system under development).

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Human Resource Manager shall be responsible for performing the following services:

- Develops and executes a High Performing Workplace to serve the community.
- Supervises all department directors, program managers, and other employees
- Establishes standard levels of service for tribal citizens with an emphasis on customer service
- Conducts quarterly policy and internal control reviews of all programs
- Conducts annual employee satisfaction measurement surveys.
- Conducts annual client satisfaction measurement surveys.
- Performs activities in compliance with all MWT, U.S Federal Govt. statutory requirements.
- Performs detail oriented performance management practices in workforce development.
- Performs activities aligned with the overall goals and objectives of the tribe.
- Performs routine self-assessment audits of operations for compliance and improvement.
- Works in the preparation and performance of the annual budget.
- Works in the preparation and performance of the annual audit.
- Works to strengthen and maintain operations internal controls.
- Provides standard levels of quality over all transactions and reporting.
• Performs a leading role in decision-making and well-being of financial health.
• Provides management with strategic financial input, and oversees all operations processes.
• Performs 100% of all accounting through the tribe’s primary management accounting system.
• Provides sound advice to Tribal Council
• Manages activities with the goal of improving employee performance
• Manages activities with the goal of reducing costs.
• Performs the annual forecasting of budgets in collaboration with the Comptroller.
• Provides continuous improvement of operations policies, procedures and internal controls.
• Performs an analysis of the effect of potential business decisions on financial policy.
• Collaboration with business partners.
• Performs timely performance reports, data quality reports, and corrective action plans.
• Reports monthly variances in actual to budgeted expenses, by program.
• Make available employee training.

Competencies

• Advanced knowledge and extensive experience related to Human Resource Management
• Exercises independent sound judgment, discretion and decision making abilities.
• Speaks clearly and persuasively in all situations
• Writes clearly and informatively.
• Demonstrates knowledge of Indian Preference Policy
• Possess integrity and ethics in business
• Supports MWT Core Values and Concepts
• Focus on Continuous Improvement in all business aspects
• Possess a systems perspective managing all parts of the organization as a unified whole
• Treats all people with dignity and respect
• Possess a deep understanding of Tribal Sovereignty as it relates to federal, state, and local laws and regulations.
• Shows respect and mindfulness to Native Americans and Native American culture.

Minimum Qualification

Education & Experience

Bachelors’ degree (B.S.) in Human Resource Management, Tribal Administration or Public Administration or Business Administration, or the equivalent experience such as economics, business law, taxation and budget analysis, and or 5 years managing operations of 50 or more employees. Or 4-6 years of business or administration education, and/or 6 years of workforce development, or 5 years of business leadership experience.


A successful candidate will have various prerequisite skills and qualifications necessary to fulfill the job requirements. The Tribe is looking for someone with strong analytical and problem-solving skills and an excellent understanding of business and workforce concepts. The candidate should have proven leadership ability and experience in management. Interpersonal skills are desirable since this position will interact with employees and executive management. To Perform the job successfully, and individual will possess the following knowledge, skills and abilities:

Preferred Qualifications:
Bachelor’s Degree in Human Resource Management or Business or Public Administration with five years of proven experience in organizational management or equivalent.

Requirements:

Must pass a criminal offender record inquiry and pre-employment drug screening.

Language Ability:

Ability to read and interpret documents, data, routine reports and correspondence. Ability to speak effectively to a variety of groups, and employees of the tribe.

Math Ability:

Ability to calculate fact and figures and amounts such as interest, discounts, commissions, proportions, and percentages. Ability to apply basic mathematical calculations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety if concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office: Word, Excel, PowerPoint, Access, Outlook and other database software information systems.

Certificates or Licenses: Driver license

Supervisory Responsibilities:

Uphold with integrity and discipline, the management and direction of staff in accordance with the applicable laws and policies of the Mashpee Wampanoag Tribe. Planning, organizing, directing and executing the work of others. Problem solving, and continuous quality improvement.

Work Environment:

The work environment described here is representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act) of 1934 (Title 25, U.S.C., Section 472)

Please send a cover letter, resume’ and references to: c/o Human Resources

Mashpee Wampanoag Tribe
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Mashpee, MA 02649
or email Marie.Stone@mwtribe-nsn.gov