



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox. DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Job Announcement

Position: Public Works Director
Location: White Earth
Pay: \$41.57

Benefits: Full

Open: 11/21/2025
Close: 12/12/2025
Status: Full Time

White Earth RBC is currently seeking a qualified applicant who will provide overall direction of services and activities to the Public Works department, this includes Water and Sewer, Roads, Transit, and Fleet.

Position outcomes:

- Manages departmental budget in accordance with established policies and procedures that ensure the best use of program funds.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Establishes and initiates long and short-range goals and recommendations affecting assigned department and divisions, to conform the organizational objectives.
- Direct and oversee all aspects within the assigned department(s), to ensure program objectives are met and scope of work is completed.
- Establishes and maintains comprehensive and current record keeping system of activities and operational procedures in business office.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

Knowledge, Skills and Abilities:

- Knowledge of business and management principles involved strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Knowledge of laws, legal codes, court procedures, precedents, government regulation, executive orders, agency rules, and the democratic political process.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems.
- Ability to write reports and business correspondence.
- Knowledge of financial statements (analytical and transactional), including budgeting.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in the operation of office equipment, including: copiers, and fax machines, Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **Bachelor's degree from an accredited university in Business Management or related field, and four (4) years experience in supervision, or equivalent combination of Educational experience.**
- **Valid MN Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.

