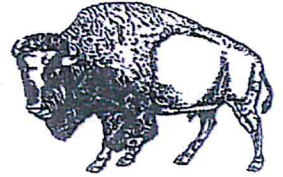




OGLALA SIOUX PARKS & RECREATION AUTHORITY



P.O. BOX 570
KYLE, SD 57752
PHONE 605-455-2584
FAX 605-455-2265

Job Vacancy Announcement

Opening Date: May 23, 2018 Closing Date: June 6, 2018

Title: Executive Director, Oglala Sioux Parks & Recreation Authority (OSPRA)

Position Description:

The Executive Director is the Chief Executive Officer of Oglala Sioux Parks & Recreation Authority. The Executive Director will oversee daily operations and administration of Oglala Sioux Parks & Recreation Authority policies and procedures.

The Executive Director will be under direct supervision of the Oglala Sioux Parks & Recreation Authority Board of Directors.

The Executive Director will be expected to submit updates, reports and meet with the Board of Directors on a monthly basis.

Must have experience managing complex projects individually or working with multiple stakeholders in Federal, State, and various project-related Tribal programs.

Must become familiar with OSPRA and current projects to identify needs. Research appropriate funding agencies in order to submit proposals to grant making organizations or to re-submit proposals for continued funding of projects.

Maintain grant compliance and submit required reports to funding agencies as requested.

Perform additional duties as assigned.

Manage and direct Department Supervisors.

Occasional travel maybe required.

SALARY:

Depends on qualifications/ negotiable.

WHO MAY APPLY

This position is open to all qualified applicants. Native American/ Veteran preference applies.

EDUCATION/EXPERIENCE

Must have at least a four (4) year degree from an accredited college/university in a related field. Preferably a Master's in Business Administration.

Oral, written, and organizational skills required. Computer literate (Microsoft Office Word, Power Point, Excel) and database management skills.

Experience relating to Bison Herd Management, Wildlife Biology, Law Enforcement and Administration.

90-day probationary period applies to this position and the successful candidate must be successfully adjudicated in the areas of drug, alcohol, credit/driver history.

Must be in possession of a valid South Dakota driver's license.

Application/resumes must be hand delivered no later than 4:30 pm on June 6th 2018 at the OSPRA headquarters in Kyle, SD.