POSITION: Renewable Energy Manager
ACCOUNTABLE TO: Tribal Administrator

OPENING DATE: March 14, 2019 CLOSING DATE: March 24, 2019

How To Apply: Submit a completed application, RESUME, and three letters of reference dated within a year, copy of current Driver’s License, High School Diploma/GED, Tribal Certification or Tribal I.D. (if claiming Tribal preference) and DD214 (if claiming Veteran’s preference) to the Northern Cheyenne Tribe, attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, MT 59043. All documentation must be attached to application to be considered.

ALL APPLICATIONS ARE ACCEPTED BY Human Resources Department And forwarded to the Programs/departments

SUMMARY OF WORK:
Manages sustainable energy development for the Northern Cheyenne Tribe, including start-up of wood heating fuel business and preparation of project bids and proposals. Responsible for all administrative and supervisory aspects of sustainable energy grant awards. Oversees sustainable energy studies, planning, investigations, development activities, and wood handler personnel. Provides administrative and management services for the Northern Cheyenne Tribe for sustainable energy business development.

JOB CHARACTERISTICS:
Nature of work: Work is performed both indoors in an office setting, using sawmill equipment, and outdoors, so incumbent may be exposed to a variety of hazards.

PERSONAL CONTACTS: Frequent contact with other staff and personnel within all Tribal programs including, but not limited to Economic Development, Planning, Property Management, Legal, Finance, Natural Resources, Land Authority, Fire Protection, and Forestry, as well as the Tribe’s sustainable energy consultants and other organizations and agencies. Frequent contact with prospective and established enterprise owners and developers; Tribal, federal, state, and county officials; the general public, Indian and non-Indian vendors and suppliers; technical personnel such as engineers, inspectors, and architects; Tribal officials from other Indian Tribes; state and national Indian and non-Indian organizations pertaining to the promotion, support and information for enhancement and implementation of Tribal sustainable energy business ventures. Gives and receives information in regards to group and individual input into the preparation and submission of sustainable energy development proposals, plans, enterprises, and ventures.

SUPERVISION RECEIVED: The Sustainable Energy Manager will provide general advice and administrative support to the Northern Cheyenne Tribal Administration and Council regarding
sustainable energy development. The Sustainable Energy Manager will provide work priorities in relation to development of sustainable energy resources and will be responsible to carry out said work priorities. Will be required to work independently. Work is reviewed for an overall standpoint in terms of conformance with policies and procedures as they relate to sustainable energy development and grant management.

SUPERVISION OF OTHERS: Wood handlers harvesting biomass fuel; Wind and Solar Technicians assisting with data collection including moving and maintaining SODAR and MET tower equipment, conducting periodic maintenance of batteries and solar panels, and taking photographs and documenting GIS coordinates from rooftops and other specified locations; and building construction crews conducting weatherization and energy efficiency upgrades.

ESSENTIAL FUNCTIONS: Must be able to serve as designated Tribal Project Lead for federal and state grant awards and proposals with knowledge of technical aspects of sustainable energy development to oversee the project work and manage consultant subcontracts, who is authorized to make authorized decisions on the day-to-day grant activities during the course of the project, and will be responsible for submitting quarterly and final progress reports plus financial status reports, serving as the Tribal Project Manager for wind, solar, biomass, weatherization, energy efficiency, and microgrid development.

Must be able to interpret federal, state, tribal, and other codes, ordinances, rules, regulations and guidelines governing the broad spectrum of the sustainable energy business world in order to compile and complete funding proposals and business plans and promote development of sustainable energy resources.

Must have excellent communication, technical writing and organizational skills.

Must be knowledgeable of generally accepted administrative and management techniques and practice of business, i.e. finance management, human resource management, marketing and promotion, production/operations management.

Must be knowledgeable of general accounting and finance principles.

HAZARDS: Incumbent is exposed to normal everyday hazards and is not subject to any hazards out of the ordinary.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

WORK STATION: Incumbent will be assigned duties during the course of business hours from 8:00 a.m. to 5:00 p.m. The incumbents’ office location is in the Northern Cheyenne Tribal Building located south of the Northern Cheyenne BIA Governmental Complex, Lame Deer, MT.

DUTIES:

- Assist with developing sustainable energy development/business proposals and plans.

- Review sustainable energy development/business plans and proposals submitted to the Northern Cheyenne Tribe from a variety of businesses and industries to determine feasibility, based on knowledge of business needs, policy and budgetary considerations, and potential financing sources and in light of environmental and other legal requirements. Make recommendations to Tribal Administration and Council regarding such plans and proposals.
• Participate in selection and management of wood handlers, researchers, consultants, and related personnel to facilitate development of sustainable energy resources.

• Maintain liaison between the Northern Cheyenne Tribe and companies and corporations relating to sustainable energy development.

• Assist with financial analysis pertaining to sustainable energy development including pro forms, cash flow, balance sheets, and income statements.

• Administer budgets for the Tribe’s Sustainable Energy Initiatives.

• Analyze field investigations, economic and public opinion surveys, demographic studies, and other research for successful sustainable energy development/business planning.

• Meet with financial sources to work out final details of sustainable energy development as it relates to investment capital.

• Maintain master files on sustainable energy development.

• Monitor paperwork connected with any and all sustainable energy activities for the Northern Cheyenne Tribe.

• Promote sustainable energy development planning activities for the Reservation and Tribe-owned land.

• Conduct and direct sustainable energy development activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact.

• Confer with governmental officials to effect changes in local policies or ordinances to encourage and promote effective sustainable energy development.

EDUCATION AND EXPERIENCE REQUIREMENTS:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

• Bachelor’s degree in Business Administration, Public Administration, Engineering, or closely related.

• Master’s degree in Business Administration, Public Administration, Engineering, or closely related field preferred.

• Minimum of four (4) years of progressively responsible experience in sustainable energy development planning or any equivalent of education and/or experience which best meets management expectations.

• Must agree to and sign waiver for pre-employment drug testing.

• Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.