

# Santee Sioux Nation

**SIDNEY A. TUTTLE, SR., DIRECTOR**

**Office of Human Resources**

**Chairman: Alonzo Denney**  
**Vice-Chairman: Kameron Runnels**  
**Treasurer: David Henry**  
**Secretary: Stuart Redwing**



**425 Frazier Ave. N. Suite 2**  
**Niobrara, NE 68760-7219**  
**Phone: (402) 857-2302**  
**Fax: (402) 857-2367**

## VACANCY ANNOUNCEMENT

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**POSITION:** CREDIT / FINANCE

**LOCATION/DEPARTMENT:** ECONOMIC DEVELOPMENT

**SUPERVISOR:** ECONOMIC DEVELOPMENT DIRECTOR

**SALARY:** \$15.00 - \$17.00 HR/DOE

**OPENING DATE:** 02-21-2023

**CLOSING DATE:** OPEN UNTIL FILLED

**SUMMARY:** The office of Economic Development has a position that will support the overall goals and directives of the Economic Development Director. This department is looking for someone that can focus on development of the program and make necessary suggestions to help improve the services that this department provides.

### DUTIES & RESPONSIBILITIES:

1. Provides case management for client(s) families;
  - a. Management of files
  - b. Development and research resources that would benefit the tribe
2. Office Duties:
  - a. Answer phone calls and follow up with clients
  - b. Manage a filing system
  - c. Maintain Documents
  - d. Data Entry
  - e. Aid Client reception as needed
  - f. Manage program supply inventory
  - g. Other duties as assigned

### QUALIFICATIONS:

1. Must have an Associate Degree or equal work experience.
2. Prefer a Bachelor's degree in business, Associate or equivalent work experience is excepted provided that new employees accept training opportunities that become available.
3. Must demonstrate the ability to utilize computer software (Excel, Word, Publisher, and Power Point) due to the need of the program monthly reports, quarterly reports, and data related documents that must be created.

**INDIAN PREFERENCE ACT:**

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" must submit along with their application, verification of enrollment and/or enrollment of their spouse in a Federally Recognized Tribe.

**VETERAN'S PREFERENCE:**

Preference in hiring is given to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's Preference" must submit along with their application a copy of their DD214. Active National Guard members must submit a copy of their military identification.

**SPECIAL EMPLOYMENT CONDITIONS:**

Must submit to pre-employment drug testing and abide by the Drug Free Workplace agreement. All background checks required for employment with the Santee Sioux Nation shall be complete by the tribe before employment begins and anytime requested by tribal administration or as necessary.

**CONFIDENTIALITY:**

In accordance to the standards of the Santee Sioux Nation Personnel Policy, all client and pertinent program information is considered confidential, unless directed and labeled otherwise. All employees must agree to the workplace confidentiality agreement and report any other breaches of confidentiality issues when they arise. A confidentiality form is provided at the time of hire with an explanation of the personnel policy and where it is located for reference.

**APPLICATION PROCEDURE:**

Submit application(s) and/or resume to the following address:

Santee Sioux Nation, Office of Human Resources  
**Attention: Sidney A. Tuttle, Sr., Human Resource Director**  
425 Frazier Ave. N. Suite 2  
Niobrara, NE 68760

Or; email application(s) and/or resume to: [Sidney.tuttle@ssndakota.com](mailto:Sidney.tuttle@ssndakota.com)  
For the application process, you can call **402-857-2302**, with any questions or concerns.

Or; You can also submit applications and/or resume to:

Dakota Tiwahe Service Unit  
**Attention: Devin Redowl, Director**  
425 Frazier Ave. N. Suite 2  
Niobrara, NE 68760

Or; email application(s) and/or resume to: [Devin.redowl@ssndakota.com](mailto:Devin.redowl@ssndakota.com)  
For the application process, you call **402-857-2302**, with any questions or concerns.

**Approved,**  
**/s/**  
**Sidney A. Tuttle, Sr.,**  
**Human Resource Director**  
**Santee Sioux Nation**