



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Tribal Liaison
DEPARTMENT: State of Wyoming
SUPERVISION: Governor of Wyoming
SALARY: Per State Budget
OPENING DATE: March 8, 2019 **CLOSING DATE:** April 8, 2019

POSITION SUMMARY:

The Tribal Liaison Program was established in Wyoming Statute in 2015 through the passage of Senate Engrossed Act 75-Tribal liaisons. The purpose of the Program is to encourage mutual respect, understanding and leadership between the state and Northern Arapaho Tribe and Eastern Shoshone Tribe. Each Tribal Business Council will provide the Governor a list of nominations to fill the liaison position. The Governor will select a liaison for each tribe, with advice and consent of the Wyoming Senate.

DUTIES AND RESPONSIBILITIES

- Aid and assist with state-tribal relations at the direction of the Governor.
- Assist with the coordination of programs between the state and tribal governments.
- Facilitate communication, assist in identifying issues of mutual interest and collaboratively finding solutions between the Tribal Business Councils, the Office of the Governor, executive branch agencies, the Select Committee on Tribal Relations and the Wyoming Legislature.
- Work with state agencies having a significant nexus with the tribes, including but not limited to: Department of Health, Family Services, Transportation and others. Work with the tribal agency counterparts to identify areas of mutual interest, recommend appropriate actions and assist in facilitating approved actions.
- Attend meetings of Select Committee on Tribal Relations. Assist the Select Committee with its general responsibilities in addressing health, safety, water, education, transportation, gaming, communications, minerals, revenue, economic development and other issues of mutual concern.
- Attend public meetings of the Tribal Business Council.
- Host conference calls with appropriate Governor's office staff to discuss past and upcoming activities.

- Provide monthly reports detailing ongoing activities and work assignments.
- Assist with scheduling regular meetings between the Governor and Tribal Business Council, alternating locations between Cheyenne and the Wind River Indian Reservation.
- At the direction of a Tribal Business Council, report to the Governor's office on issues of mutual concern and promote timely and effective resolutions.
- The tribal liaisons, in conjunction with the Governor's office, shall report to the Select Committee on Tribal Relations on the successes, opportunities and future issues of the tribal liaison program on or before December 1st of each year.
- The tribal liaisons, in conjunction with the Governor's office, shall report to the Joint Appropriations Committee on the progress of deliverables no later than November 1st.

QUALIFICATIONS

- Nominees must be qualified electors of the state.
- Stand for reappointment one time every two years unless sooner removed by the Governor pursuant to W.S. 9-1-202
- Senate confirmation
- At-will employee contract.
- Pre-approval and satisfactory documentation of expenses are required for reimbursement of work-related expenses.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
 - Applicants that state "See Resume " for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
 - Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**