

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title:	Department of Commerce Director
Department:	Department of Commerce (DOC)
Reports to:	Chief Financial Officer or designee
Status:	Exempt
Level:	D71 (\$65,068 to \$97,602)
Opens:	August 01, 2024
Closes:	August 29, 2024

SUMMARY:

The Department of Commerce Director is an energetic, innovative individual who develops and maintains a mission-driven department committed to the regulation and growth of commerce occurring within Little Traverse Bay Bands of Odawa Indians (LTBB) Lands. The Director will be responsible for continually reviewing, implementing, and recommending updates to the Comprehensive Business Codes, Limited Liability Company Code, Business Assumed Name Act, and other business codes, as well as the development of regulations and licensing for commerce occurring within the LTBB jurisdiction. The Director takes an active role in overall economic development activities and strategic planning for the Tribe, including assisting in the growth and attraction of LTBB-owned businesses, LTBB Tribal Citizen-owned businesses, and non-Tribal businesses that wish to operate on LTBB Lands. This position also administers all facets of the LTBB and State of Michigan (SOM) Tax Agreement, including reporting and recordkeeping, outreach awareness, facilitation of all tax exemption requests, resolving discrepancies, serving as a liaison between the Tribe, Citizens, and SOM, and making recommendations to Tribal Leadership on potential changes. This position also administers LTBB's Energy Improvement Program and LTBB's Hotel Room Tax. The Director will also serve as one of the Tribe's notaries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities include, but are not limited to, the following tasks:

- **Regulation & Growth of Commerce:**
 - Regulate commerce occurring on LTBB Lands, ensuring Tribal laws are followed.
 - Ensure a strong, fair, and competitive marketplace for commerce occurring within the LTBB jurisdiction.
 - Establish regulations designed to protect consumers, as well as the Tribe.
 - Develop, propose, revise, and implement statutes, regulations, licensing, and policies for commerce occurring within the LTBB jurisdiction.

- Review and recommend official updates to the Comprehensive Business Codes, Limited Liability Company Code, Business Assumed Name Act, and other business codes.
 - Register businesses under LTBB law, including DBAs, LLCs, and Corporations, and process and maintain all related filings such as Certificates of Good Standing, Amendments to Articles, Dissolutions, etc.
 - Research and share business resources with LTBB-owned and LTBB Citizen-owned businesses. Establish connections with organizations that can provide these resources, and offer resources direct within the Department when possible.
 - Maintain a list of Tribal businesses and coordinate with the LTBB Purchasing Department to share information. This includes sharing Invitations to Bid and Requests for Proposals/Qualifications where appropriate.
 - Maintain a public list of LTBB Tribal Citizen-owned businesses and respond to requests for sharing.
 - Lead economic development and strategic planning for the Tribe.
 - As the primary agency within the LTBB Executive Branch assisting in economic growth within LTBB lands, the Director will stimulate private investment with the underlying goals of attracting new businesses, encouraging expansion and retention of existing businesses, creating jobs, providing workforce training, technical assistance, and incubating business startups.
 - Promote LTBB's economic advantages and market LTBB Tribal Citizen products and services to spur economic development.
 - Advocate for increased technological assistance and investment in infrastructure to encourage responsible economic growth.
 - Research and report on business trends, employment statistics, and licensing statistics for businesses owned by LTBB or LTBB Tribal Citizens and the surrounding areas as applicable.
 - Inform LTBB Tribal Leadership as to the status of regulatory activity occurring by non-LTBB governing bodies within the LTBB jurisdiction and recommend action as needed.
 - Analyze data to prepare user-friendly reports on all areas related to commerce.
 - Be an active participant in local and non-local economic-related conferences, trainings, events, and organizations.
- **LTBB/State of Michigan (SOM) Tax Agreement**
 - Administer all facets of the Tax Agreement and any future similar agreements, as it applies to LTBB Citizens, the LTBB Tribal Government and its businesses, and any businesses authorized to sell tax-exempt fuel and/or tobacco under the Tax Agreement.
 - Process all requests related to the Tax Agreement, including issuing Tribal Certificates of Exemption, distributing Form 4013, refund requests, tax exemptions on utility services, and requests for Tribal ID card authorized users.
 - Provide outreach and awareness of the Tax Agreement to ensure Citizens and businesses are aware of the available exemptions, including eligibility requirements, and how to obtain the exemptions.
 - Serve as a liaison between the Tribe, Tribal Citizens, and SOM for all matters regarding Tax Agreement provisions.
 - Make resources available for businesses and individuals needing Tax Agreement-related assistance. Offer these resources direct within the Department when possible.

- Work with Tribal Citizens and the LTBB Enrollment Department to ensure accurate Tax Agreement Area address records. Complete monthly reporting on address changes to SOM and perform annual address reconciliations.
 - Perform quarterly sales tax sharing reconciliations of tax payments from LTBB Biindigen, Odawa Casino Resort, and any other entities subject to sales tax sharing provisions from the Tax Agreement.
 - Work with authorized fuel and tobacco vendors on requirements and reporting of purchases under the Tax Agreement.
 - Audit daily fuel and tobacco logs from LTBB Biindigen and any other businesses authorized to sell tax-exempt fuel and/or tobacco under the Tax Agreement, and ensure third-party computerized reporting is accurate in the absence of manual logs.
 - Compute and send monthly notifications to authorized fuel retailers confirming dealer sales tax changes.
 - Monitor and enforce the annual fuel and tobacco quotas as stated in the Tax Agreement.
 - Attend the annual Tax Summit, and all other Tax Agreement-related meetings.
 - Take an active role in proposing changes to the Tax Agreement as necessary, including presentations to Tribal Leadership, SOM, and all other Tribes with a similar Tax Agreement.
 - Develop Statutes and Regulations pertaining to the Tax Agreement as needed.
 - Submit all required reporting to SOM, or other entities as necessary, as detailed in the Tax Agreement.
- **LTBB Energy Improvement Program**
 - Administer and oversee all facets of the LTBB Energy Improvement Program as defined in the corresponding Statute and Regulations.
 - Process all applications for eligible properties requesting acceptance into LTBB's Energy Improvement Program.
 - Market the Program to owners of eligible property and encourage such owners to obtain the benefits of completing energy efficiency or renewable energy improvements.
 - Perform Credit History Report checks on all applicants.
 - Work with private third-party financiers, energy auditors, and any other external parties as necessary, on Energy Improvement Program requirements.
 - Negotiate with applicants the terms of Special Assessment Agreements for projects financed by the Tribe.
 - Serve as a liaison between applicants, Tribal Council, and Executive Leadership on Energy Improvement Projects and applications; including creating Special Assessment Agreement Summaries for Legislative and Executive review for each project.
 - Contract for professional services, such as credit checks, energy efficiency studies, appraisals, and real estate services as necessary.
 - Verify eligible expenses for Energy Improvement Projects, including Total Eligible Construction Costs, and confirmation of energy efficient expenses.
 - Levy and issue Assessments on eligible property.
 - Establish escrow accounts as necessary.
 - Prepare an annual assessment roll showing each unit of eligible property assessed, the total monetary amount of assessment, the amount of each installment of principal and interest, and the due dates of installments, for delivery to Tribal Council.
 - Collect and/or maintain records of all program payments and fees.

- Provide notifications of default and delinquency to the appropriate parties as necessary.
 - Issue liens against eligible properties for default of assessment payments.
 - For any buildings that have been defaulted upon and must go to sale, advertise and administer all processes to sell the defaulted upon building via public online bidding processes.
 - Complete all applicable processes for transfer of property ownership while under the LTBB Energy Improvement Program.
- **LTBB Hotel Room Tax**
 - Establish rules of procedure for the prompt and efficient application, interpretation, effectuation, administration, and enforcement of the Hotel Tax Act.
 - Issue guidance, bulletins, or tax rulings pursuant to LTBB's Hotel Room Tax to address ambiguities and publish to the LTBB website or other means as necessary.
 - Audit tax returns.
 - Maintain books and records that show the collection of all taxes, fines, fees, interest, and penalties imposed and collected.
 - Deliver all taxes, fines, fees, interest, and penalties collected to the LTBB Chief Financial Officer or designee.
 - Enforce the provisions of LTBB's Hotel Room Tax, including, when necessary, making complaint to the Tribal Court in regard to any violations.
 - Set the annual Hotel Room Tax interest rate and publish notification on the LTBB website.
 - Serve as the Hearing Officer for abatements/refunds of taxes and review all facts, arguments, and evidence presented by the applicants to make a competent, written determination regarding the abatement or refund.
- **General**
 - Prepare all forms, instructions, manuals, and other materials as are necessary for the facilitation of Departmental programs. These shall be provided in a well-organized, user-friendly manner both print and electronically.
 - Represent the Department at LTBB's annual Community Meeting, including preparing and presenting Departmental statistics and information on programs and services.
 - Perform Tribal Notary Services within the LTBB jurisdiction.
 - Responsible for the creation of Departmental content for publication on LTBB's webpage(s), social media page(s), and the monthly Odawa Trails.
 - Work with the LTBB Department of Grants Facilitation to acquire grant funding for Departmental initiatives as necessary. When grants are received, ensure all grant requirements are followed.
 - Conduct special studies or surveys in areas such as feasibility of offering new services, improvement of efficiency of services offered, and analyzing effectiveness of past services.
 - Monitor feedback and adapt strategies to improve program effectiveness.
 - Develop detailed program goals and related strategic plans, including timelines, to reach those goals.
 - Seek out data needed from outside agencies.
 - Prepare public information materials and draft press releases.

- Organize, maintain, and safeguard files, correspondence, and official Departmental records.

EDUCATION AND EXPERIENCE:

Bachelor Degree of Planning, Business Administration, Public Policy, Public Administration or directly related field to requirements listed above and four years of experience performing similar work OR a Master Degree in Planning, Business Administration, Public Policy, or Public Administration. Preference will be given to the Master Degree. Stated experience must be at the Administrator level in a similar position or very closely related field. Must have demonstrated examples of administering a project related to drafting and implementing regulations, providing technical assistance to startup business; creating a business; or developing, implementing and running a program.

KNOWLEDGE, SKILLS, AND ABILITIES:

This individual must have a sound understanding of the relative roles and mechanisms of Tribal governments in relation to trade, interacting with other governments, regulations of commerce occurring within the Tribal reservation boundaries, and LTBB government structure. This individual must have experience establishing, documenting, evaluating and amending regulations, policies, procedures and processes. Candidate must be able to communicate complex data in a user-friendly, engaging format. Must provide excellent, friendly and courteous in-person, electronic and telephone customer service. Must be timely and responsive, proactive and take initiative on known and potential future issues. Must be accurate and consistent in drafting, interpretation and implementation of statutes, policies, agreements, regulations, and procedures. Must maintain consistent and regular office hours during LTBB Government standard workday, so as to remain conveniently accessible to Citizens. Alternate hours may be considered if they show to be in the best interest of the Citizens. Must have good working knowledge of spreadsheets and database software. Good reading and professional writing skills. Must be able to demonstrate strong mathematical skills, including, but not limited to, working with percentages, fractions, algebraic formulas, and calculating interest. Ability to track and analyze detailed information and crosswalk it to a larger picture. Ability to present elected leadership and Citizens with information, easy-to-read statistics and graphs. Ability to create and maintain a webpage and other social media site. Must have a strong ability to understand tax issues and related tax forms. Ability to tailor communications effectively for the audience. A motivated, self-starter, self-managed individual with an ability to visualize long-term goals and break them into documented pieces leading to implementation. Ability to research regulations of similar organizations for best practices. Must be able to work well with external agencies, organizations, and partners.

WORK ENVIRONMENT:

Professional, fast paced and multi-tasking environment.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess valid Michigan driver's license, reliable transportation and be insurable for duration of employment.

COMMENTS:

Indian preference will apply. Position is contingent upon passing a thorough background check.

