

YUROK TRIBE-JOB DESCRIPTION
Contracts and Business Operations Branch Manager

Job Title:	Contracts and Business Operations Branch Manager	Job Grade	GS-12/13
Department	Fisheries – Design and Technical Services Program	Location	Arcata, CA (Fisheries Office)
Reports To:	Senior Civil Engineer / Program Manager	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE			
Salary Range	GS-12: \$38.42 to \$50.13; GS-13: \$45.24 to \$59.02		

POSITION SUMMARY:

Position is within the Yurok Tribe’s Natural Resources Division, Fisheries Department, Design and Technical Services Program (TSP) under the direct supervision of Senior Civil Engineer/Program Manager. This is a supervisory position that manages all contracts and business operations for the Yurok Tribe’s Fisheries Department - TSP. This position oversees business operations for large-scale restoration projects across Northern California including projects located on the Trinity River, Sacramento River, Coastal Rivers, Mid-Klamath, and upper Klamath River, and the Klamath Dam Removal Project. Categories of responsibilities include but limited to contract development, contract management, project coordination, office manager duties, financial and budget tracking, asset management, human resources coordination, and broad range of administrative functions. This is a term 2-year term position with opportunity for extension based on availability of funding.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, manages, coordinates, and directs the work of the Contracts and Business Operations Branch of the Design and Technical Services Program (TSP); assures compliance with the Yurok Tribe Policies and Procedures, as well as all Federal/State contracting rules and regulations. Experience with Federal Acquisition Regulations (FAR) is preferred.
2. Develop and maintain strong coordination relationship with the Yurok Tribe headquarters and various departments including Fiscal/Finance, Human Resources, Office of Tribal Attorney (OTA) and other departments.
3. Overseas the development and management of all Federal, State, and Private financial contracts and agreements for restoration and technical services projects throughout Northern California in the range of 20-30 million in financial obligations.
4. Manages and coordinates all aspects of Business Operations for the TSP including but not limited to contact invoicing, asset tracking, procurement coordination, financial tracking, marketing, travel coordination, hiring of new staff, coordination with Human Resources Department, office management, and general administration management.
5. Supervise and manages a team of professional office staff ranging in duties and specialists in clerical, contracting, administration, procurement, invoicing, marketing, asset tracking, financial tracking, human resource coordination, travel coordination, and other administration tasks. Provide daily workload management and responsible for training staff.
6. Develop reporting and other documentation to track contracts and all aspects of business

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operations.

7. Assist with the development of reports and memos present for approval to the Yurok Tribe Council, internal departments, executive office, and other leadership.
8. Serves as Office Manger for the Fisheries Arcata Office and coordinates and manages all aspects of business operations including lease, utilities, maintenance, office supplies, etc.
9. Overseas the coordination and tracking of all physical assets of the Fisheries – TSP including but not limited to field equipment, survey equipment, associated hardware/software, vehicles, ATV's, buildings, drones, computers, cell phones, other digital equipment, furniture, and other purchased items.
10. Responsible for coordinating the development of marketing and communication plans for clients relations and business development.
11. Coordinates and manages all travel requests, reconciliations, credit cards, and other financial aspects of field operations travel details for the TSP.
12. Maintains complete and accurate administrative records for all contracts and business operations.
13. Work in a multi-disciplinary team of technical professionals and help manage the business operations of all planning, design, and implementation projects.
14. Participate in weekly coordination meetings with the Design and Technical Services Program management staff to help set priorities and help coordinate project workload.

SUPERVISORY RESPONSIBILITIES:

This is primarily a supervisory position responsible all contracts and business operations staff within the Fisheries Department – Design and Technical Services Program. Overseas and manages workload and operations of large professional office staff. Provides daily oversight, training, and record keeping.

MINIMUM QUALIFICATIONS:

1. Degree in contract administration, business management, or related field study or specializing in one of the following category types: administration, business, project management, finance, communication, contacts, or acquisition.
2. Advanced experience in business operations, administration, and office management.
3. Advanced experience working in contract management and/or procurement.
4. Advanced experience working in financial management and/or accounting.
5. General experience in marketing and communication.
6. General experience with Federal Acquisition Regulations (FAR) contracting.
7. General experience in asset management and asset tracking.
8. Possession of a valid state issued driver's license and ability to be insured through the tribal insurance plan.
9. Ability to establish and maintain cooperative working relationships with co-workers and the community under possible adverse or volatile situations.
10. Ability to arrive at work punctually and work enthusiastically and consistently throughout the day both alone and when supervising crews and working with other crews.

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11. Ability to read and understand technical documents, topographic and road maps, and ability to understand and follow written and verbal instructions.
12. Must have advance first aid/CPR certification.

EDUCATION AND EXPERIENCE:

GS-12:

- Bachelor's degree in contract administration, business management, or related field study or specializing in one of the following category types: administration, business, project management, finance, communication, contacts, acquisition, or procurement.
- Minimum of 7 years working in business operations, administration, and office management
- Minimum of 5 years working in contract management and/or contract acquisition.
- Minimum of 5 years working in financial management and/or accounting.

GS-13:

- Advanced degree (Masters or Doctorate) in contract administration, business management, or related field study or specializing in one of the following category types: administration, business, project management, finance, communication, contacts, or acquisition
- Minimum of 10 years working in business operations, administration, and office management
- Minimum of 8 years working in contract management and/or procurement.
- Minimum of 8 years working in financial management and/or accounting.

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CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol-Free Workplace Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. All applicants may be subject to the tribe’s comprehensive background check policy
4. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
5. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee may be required to have the ability to lift 25 to 50 pounds, stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field. However, there may be exceptions for certain positions.
 - a. **Additional Requirements:** Certain tasks will require successful completion of a physical stamina test.
7. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____(print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date