

**YUROK TELECOMMUNICATIONS CORPORATION—Job Description
Broadband Grant Manager**

Job Title:	Broadband Grant Manager		
Employer:	Yurok Telecommunications Corporation	Location	NA
Reports To:	Chief Executive Officer	FLSA Status	Exempt
Salary Range	DOE (depends on experience)		

POSITION SUMMARY:

The Broadband Grant Manager will be responsible for the implementation of NTIA TCBP Grant. Works closely Yurok Telecommunications Corporation (“YTEL”) CEO and management staff to ensure the successful implementation of this federal grant. Honors and represents the mission, vision, and values of YTEL.

DUTIES AND RESPONSIBILITIES:

1. Collaborates YTEL CEO and management staff to ensure successful planning and coordination of projects and related activities.
2. Monitors implementation of program policies and practices.
3. Keeps projects on schedule, within stated budgets and functioning smoothly.
4. Supports program growth and development as necessary.
5. Coordinates project communications.
6. Assists with coordination of community outreach needs.
7. Oversees the program budget, including tracking billing, payments, and other financial transactions.
8. Coordinates interactions/relationships YTEL Board of Directors, CEO, management staff, the Yurok Tribe, and all other program stakeholders.
9. Schedules and organizes program-related meetings and events.
10. Creates and maintains program records, reports, presentations, and proposals.
11. Facilitates positive relations between the program team, the public, the media, other departments within the organization, and all other pertinent entities and individuals.
12. Maintains consistent processes for post-award grants management to ensure compliance with the terms of its contractual agreements and with federal regulations governing the acceptance and expenditure of grant funds such as CFRs and OMB circulars.
13. Ensures timely fulfillment of financial and grant compliance deliverables and meet deadlines as outlined in funding agreement and Federal grant regulations.
14. Tracks compliance with grant conditions.
15. Contributes to a team effort and accomplishes related results as required.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Business Administration, Public Administration, or related field.
- Three years’ experience coordinating or managing programs/projects or similar work.
- A combination of relevant education and related work experience may be considered.

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- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of Federal grant processes and experience monitoring grant/contract compliance.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in treating internal and external customers tact, courtesy, and respect.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, database, and other software programs.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to be persuasive and tactful in controversial situations.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the YTEL Drug and Alcohol Free Workplace Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must possess a valid California driver's license.
4. Must pass a comprehensive background check.
5. 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. Knowledge of Yurok language is preferred but not required.
6. 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.
7. 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 is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

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8. 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).