



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Deputy Executive Director		
<b>JOB GRADE:</b>	13	<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	Yurok Tribe
<b>DEPARTMENT:</b>	Community Development	<b>DIVISION:</b>	Community Development
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$94,099.20-\$122,781.60		

### **POSITION SUMMARY:**

The Deputy Executive Director is under the general supervision of the Executive Director and will assist in the implementation of the Tribal policies and legislation. Directs and oversees, as assigned, the development of Yurok Tribes programs, plans, and budgets. Provides supervisory duties and leadership to the Yurok Tribe Staff in the performance of their assignments of activities and will work to ensure operational and administrative continuity and coordination.

### **DUTIES AND RESPONSIBILITIES:**

1. Meets with the Tribal Council in regular and special meetings; Provide, or coordinate, necessary reports, recommendations, and presentations.
2. Confers with staff and others on various operations, planning, economic development, financial, and administrative matters; reviews contracts, plans, reports, programs and procedures and provides directives/recommendation. Insures open communication among all staff.
3. Oversee and develop short and long-term strategic goals pertaining to the development and maintenance of programs.
4. Working with department directors, assisting in the comprehensive staff review of major operational projects.
5. Reviews and develops correspondence for the Chairperson and Tribal Council, drafts policy statements, positions papers, resolutions and other documents for deliberation and action by the Council when needed or provides direction to appropriate department director to do so.
6. Supervises subordinate employees as assigned including assigning and reviewing work, evaluation performance, training, taking necessary disciplinary action and making hiring and termination decisions in accordance with established Tribal policies and procedures. Uses and promotes a team approach to management and insures accountability throughout the workplace.
7. Correlate and coordinate the work and activities to eliminate unnecessary duplications of effort and overlapping of functions.
8. Determine management's needs and opportunities in an assigned geographic or program area and coordinate with programs bureaus or offices, as well as, other agencies, departments or public or private groups.
9. Serve as liaison on regulatory and technical advisory boards as well as with other localities, and/or state and federal agencies or assign appropriate department director.
10. Keeps abreast of current and future issues and trends related to tribal matters. Reviews reports, surveys, and studies in order to keep abreast of information and significant findings for the Tribal Council and the organization.

11. Directs, oversees and reviews the preparation and implementation of budgets, requisitions and the maintenance of inventory and ensures adherence to financial policy and procedure. Responsible for effective administration of budgeting, purchasing and financial transactions.
12. Responsible for the implementation of Tribal policies and procedures.
13. Formulates policies, procedures, and plans for existing and new programs.
14. Prepare clear and concise reports, business correspondence and procedures manuals.
15. Incumbent performs job duties and responsibilities of Executive Director in his/her absence as assigned.
16. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. Relevant Masters with 4 years' experience or bachelor's with 6 years' experience or other specified experience as outlined in job description.
2. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

As assigned by the Executive Director supervises subordinate employees including assigning and reviewing work, evaluation performance, training, taking necessary disciplinary action and making hiring and termination decisions. Uses and promotes a team approach to management and insures accountability throughout the workplace.

**MINIMUM QUALIFICATIONS:**

1. Understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relation and Tribal self-determination.
2. Ability to establish and maintain a good working relationship with the Federal, State and local agencies. Ability to effectively present information and respond to questions from groups of managers, clients and the general public.
3. Thorough knowledge of current tribal operations, programs and services; federal and state laws, the program and budget operations of the Bureau of Indian Affairs, other Interior Department Agencies, and Federal and State programs where the Tribe is a participant/recipient.
4. Experience in planning and implementation of a complex, multi-layer array of program service, government support, natural resource management and administrative components comprising a single organization.
5. Highly skilled in communicating effectively both orally and in writing.
6. Highly skilled in human development, ability to motivate and empower others, to positively influence self-esteem and attitudes of others, ability to relate positively to diverse people in a variety of situations.
7. Ability to evaluate, appraise the effectiveness and quality of tribal operations, programs and services.
8. Ability to effectively implement existing tribal policies and legislative directives.
9. Knowledge of tribal operations, programs and services; federal and state laws, policies and regulations pertaining to tribal operations, programs and services, budgeting and fiscal management; the principles of supervision and personnel practices.
10. Knowledge of computer software and applications.
11. Ability to plan, organize and direct the work of others to meet overall objectives and goals.
12. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.

2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**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.

**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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date