YUROK TRIBE-JOB DESCRIPTION
EXECUTIVE DIRECTOR

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Director</th>
<th>Job Grade:</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Administration</td>
<td>Location:</td>
<td>Yurok Tribal Offices</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Tribal Chairperson</td>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $125,091.20 to negotiable DOE

This is an appointed position per the Constitution of the Yurok Tribe.

POSITION SUMMARY:

The Yurok Tribal Chairperson delegates their Chief Executive Officer responsibility for management and day-to-day operations to the Executive Director, who has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Council. The Executive Director also provides direction and guidance to the Yurok Council as it carries out its governance functions.

Under guidance of the Yurok Tribal Council the incumbent is responsible for the effective and efficient administration of overall tribal operations, including guiding Tribally-owned corporations when specifically delegated, serves as the principal operating executive for implementation of the Tribal policies and legislative directives including the direct oversight of the department directors and/or Deputy Executive Directors as well as staff in the Administration Department. [The Yurok Tribe is currently in the process of restructuring the Tribe and the Executive Director will have direct responsibility for five division leads once complete and most department directors until restructuring is accomplished.] Directs and oversees the development of all Yurok Tribe programs, plans, and budgets. Incumbent will provide supervisory duties and leadership to the Yurok Tribe department directors and/or Deputy Executive Directors in the performance of their assignments as well as issue directives designed to accomplish the goals and objectives as set by Council. Provides initiative in identifying the need for action by the Yurok Tribal Council to develop or revise policies and procedures. Incumbent is accountable for achieving Council goals and objectives and for compliance with policy directions.

DUTIES AND RESPONSIBILITIES:

1. Meets with the Tribal Council in regular and special meetings; provides information and/or reports regarding tribal operations, services and programs; advises Tribal Council in their deliberations on planning, policies and/or laws/ordinances. Responsible for the implementation of policies and procedures approved by the Tribal Council.
2. Confers with staff and others on various operations, planning, economic development, financial and administrative matters; reviews contracts, ordinances, plans, reports, programs and procedures and provides directives/recommendation. Insures open communication among all staff.
3. Participates in Federal, Tribal, Regional and State organizations, commissions, task forces and groups, to promote tribal programs, services and/or activities; represents the Tribe in
advocating and testifying on legislation regarding American Indian related issues. Develops plans and strategies to implement and carry out specific legislative and policy directives of the Tribal Council.

4. Reviews reports, surveys and studies in order to keep abreast of information and significant findings to the Tribal Council and the organization.

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.

6. Per established tribal policies and procedures, makes hiring and termination decisions and takes necessary disciplinary actions.

7. Makes recommendation to Tribal Council regarding annual Tribal budget and long-term revenue/expenditure forecasting; reviews and works with the Financial Officer on the indirect cost proposal; reviews and works with the Financial Officer on annual audit. Develops budgets for Tribal Council approval and monitors expenditures.

8. Ensures that staff carries out directives and policies of the Council.

9. Develops annual meeting agenda with Council approval and insures attendance of appropriate staff and guests.

10. Travel as necessary

SUPERVISORY RESPONSIBILITIES:

Supervises department directors and/or Deputy Executive Directors and administration employees including assigning and reviewing work, performance evaluation, training, and taking necessary disciplinary action. Uses and promotes a team approach to management and insures accountability throughout the workplace. Must be able to delegate and give effective directions. Reviews and decides appeals of employee grievances.

MINIMUM QUALIFICATIONS:

1. LEADING CHANGE: This qualification involves the ability to bring about strategic change, both within and outside the Yurok Tribe, to meet Yurok Tribe goals. Inherent to this qualification is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

a. Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.

b. Understands and keeps up-to-date on local, tribal, state and national policies and trends that affect the Yurok Tribe and shape tribal member views; is aware of the organization's impact on the external environment.
c. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

d. Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

e. Formulates objectives and priorities, and implements plans consistent with the long-term interests of the Yurok Tribe in a global environment. Capitalizes on opportunities and manages risks.

f. Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

2. LEADING PEOPLE: This qualification involves the ability to lead people toward meeting the Yurok Tribe's vision, mission, and goals. Inherent to this qualification is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

a. Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

b. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Yurok Tribe.

c. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

d. Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

3. RESULTS DRIVEN: This qualification involves the ability to meet Yurok Tribe goals and tribal member expectations. Inherent to this qualification is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Problem Solving, Technical Credibility

a. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

b. Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

c. Makes well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
d. Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
e. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
f. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

4. BUSINESS JUDGMENT: This core qualification involves the ability to manage human, financial, and information resources strategically.


a. Understands the Yurok Tribe's financial processes. Administers the tribal budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
b. Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; take action to address performance problems; manages a multi-sector workforce and a variety of work situations.
c. Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

5. BUILDING PARTNERSHIPS: This core qualification involves the ability to build partnerships internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, tribal governments, or national organizations to achieve common goals.

Leadership competencies: Partnering, Political Savvy, Influencing/Negotiating Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

a. Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
b. Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
c. Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

6. TRIBAL ADMINISTRATION:

a. Demonstrated experience designing and implementing tribal programs.
b. Demonstrated ability to work at the executive level to facilitate collaboration at the Federal, State, and local levels. Must be able to work cooperatively with diverse partners, interests, and viewpoints to achieve consensus on goals and objectives.

- c. Ability to give expert programmatic and managerial leadership and to direct the work of a large group of diverse functional directors to ensure they work together effectively and efficiently. Must exhibit an exceptional knowledge of supervisory and managerial practices.

- d. Demonstrates understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relations and Tribal self-determination.

- e. Demonstrates ability to handle a large and growing number of programs and administrative responsibilities and effective time management.

EDUCATION/EXPERIENCE:

Eight years of progressively responsible management experience that is directly related to the skills and abilities outlined under Duties and Responsibilities and a Master’s Degree in Business Administration, Political Science, Native American Studies, Business Management or related field; or a Bachelor’s Degree in Business Administration, Political Science, Native American Studies, Business Management or related field and at least ten years of management or administrative experience at a large organization.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol-Free Work Place 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. Must possess a California Driver’s license (or able to obtain one within 30 days of hire) and clean driving record per tribal policy. Be insurable through the Tribal insurance.

4. Must pass a comprehensive background check.

5. Must obtain a Yurok Tribe gaming license.

6. 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.

7. 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.

8. 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.

9. **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