YUROK TRIBE JOB DESCRIPTION
Community Development Division - Deputy Executive Director

Job Title	Deputy Executive Director	Pay Grade	13
Department	Executive Office		Yurok Tribe
Reports To:	Executive Director	FLSA	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	$91,353.60-119,195.73		

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 oversee, 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, assist 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 need and opportunities in an assigned geographic or program area and coordinates 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 insure 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. Other duties as assigned

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:

- Understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relation and Tribal self-determination.
- 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.
- 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.
- 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.
- Highly skilled in communicating effectively both orally and in writing.
- 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.
- Ability to evaluate, appraise the effectiveness and quality of tribal operations, programs and services.
- Ability to effectively implement existing tribal policies and legislative directives
- 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.
- Knowledge of computer software and applications.
- Ability to plan, organize and direct the work of others to meet overall objectives and goals.

EDUCATION/EXPERIENCE:

Bachelor's Degree in related fields, plus seven years working experience in the executive level of administration and personnel field.

Grade 13: Master Degree and at least five (5) years relevant experience including two (2) years supervisor experience. Appropriate licenses or certifications relating to job duties is required.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

General Experience: For positions for which individual occupational requirements do not specify otherwise, general experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least G11 that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

For some occupations or positions, applicants must have had work experience that demonstrated knowledge, skills and abilities in addition to those identified above. Positions with more specific general experience requirements than those describe here are shown in the appropriate individual occupational requirements.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualifications.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol 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. When necessary, must be able to lift 25 to 50 pounds.
4. Will be required to pass a comprehensive background.
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.
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).

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