



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## EXECUTIVE DIRECTOR OF TRIBAL ADMINISTRATION

### *Job Description*

<b>Department:</b>	Administration
<b>Pay Range:</b>	\$225,000 to \$307,000, DOE
<b>Hours/week:</b>	40
<b>Classification:</b>	Exempt

<b>Reports to:</b>	FIGR Tribal Council
<b>Effective Date:</b>	May 2, 2023
<b>Revised Date:</b>	May 2, 2023
<b>Type:</b>	Full-time

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Citizens; and to foster the value of education.*

#### PURPOSE OF POSITION

The Executive Director of Tribal Administration (EDTA) oversees and manages the day-to-day operations of the Tribal Office. The EDTA provides leadership to tribal government staff and ensures effective and efficient management of governmental functions and programs. The EDTA reports to the Tribal Council and implements Tribal Council's initiatives, programs, policies and projects.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Oversees the day-to-day administration and management of the Tribal Office and provision of services to Tribal Citizens.
- Maintains effective working relationships with Tribal Council, the Graton Economic Development Authority, Tribal Citizens, and Citizen Committees.
- Ensures the cooperative and efficient operation of the Tribal Office.
- Supervises and provides leadership and guidance to Tribal staff and Tribal government departments to ensure fulfillment of Tribal and departmental objectives.
- Responsible for developing plans, policies, goals, and programs to implement decisions and initiatives of the Tribal Council.
- Evaluates the effectiveness of programs and identifies areas needing development and improvement in alignment with the goals of the Tribal Council.
- Provides regular written reports to the Tribal Council concerning the status of all assignments, duties, projects, programs, activities, and personnel matters.
- Oversees and coordinates with Human Resources Director in the hiring of staff and management personnel.
- Works with Tribal Council, Chief Financial Officer and department heads to create and implement Tribal government budgets.
- Coordinates preparation of resolutions, contracts, and other documents by the Tribe's legal counsel.
- Responsible for maintaining standards of service to Tribal Citizens.
- Ensures that all tribal programs are in compliance with Tribal law, policies and procedures.
- Oversees planning and implementation of Tribal grants pursuant to Tribal Council direction.
- Evaluates the performance of department directors and managers in accordance with policy.
- Reviews and provides signatory approval of purchase requisitions, reimbursements, travel requests, and other administrative requests as defined in the Fiscal Policies.
- Supervises and coordinates with the Human Resources Director on all aspects of Human Resources, including but not limited to training, recruiting, employee relations, employee development, and Personnel Policies and Procedures.
- Facilitates staff meetings and Managers' meetings.
- Responsible for risk management and protection of tribal resources and assets.
- Responsible for thorough, accurate and organized reporting to the Tribal Council.

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- Other duties as delegated and/or assigned by the FIGR Tribal Council.

### **SUPERVISORY RESPONSIBILITIES**

The EDTA directly supervises all Program Managers and Department Managers/Directors.

### **MINIMUM MANDATORY QUALIFICATIONS**

- Experience:**
- Ten years professional management and program management experience
  - Direct supervisory management experience
- Education:**
- Bachelors' degree

### **PREFERRED QUALIFICATIONS**

- Masters' degree in Business Administration and/or Management, Public Administration, Public Policy, Government, or other related field
- Tribal Government experience
- Experience administering tribal government programs
- Knowledge of government fund accounting, general accounting, and audit principles

### **SKILLS, ABILITIES, AND OTHER QUALIFICATIONS**

- Sound judgment and problem-solving skills, including when there is no precedent to draw upon
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization and to lead, create and promote a positive and supportive work environment
- Solid understanding of and ability to manage organizational structures and adherence to chains of command
- Ability to maintain strict confidentiality and exercise good judgment and discretion, particularly with regard to sensitive or confidential personnel or organizational matters
- Demonstrated accuracy and thoroughness, with the ability to monitor own work to ensure quality
- Advanced analytical, organizational and problem-solving skills
- Ability to understand complex financial requirements and policies, including coordination of annual budget process
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines
- Ability to delegate and conduct oversight appropriately to ensure timely completion of all required tasks and projects.
- Advanced knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Ability to master and effectively use the database and software systems used at FIGR
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Successful clearance of all pre-employment testing, background and credit checks
- Possession of a valid California Driver's License throughout employment, and eligibility for coverage under the Tribe's vehicle insurance policy
- Ability to adhere to highest level of professional ethical standards
- Ability to perform other duties as assigned
- Strong cultural sensitivity and ability to work effectively within Native American tribal government environment.

### **WORK ENVIRONMENT**

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading,

distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various topics and, at times, complicated issues.

**TRIBAL AND INDIAN PREFERENCE**

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe. Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

**OTHER**

**Driving:** All employees must maintain a current and valid driver’s license and must be insurable.

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background investigation:** This position is subject to a criminal history background check, a suitability background check and a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

**Drug and alcohol screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

***DISCLAIMER: THE INFORMATION ON THIS POSITION DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

**ACKNOWLEDGEMENT**

I have reviewed the content of the **Executive Director of Tribal Administration** Job Description and have been provided a copy of the Job Description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Printed name*

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*signature*

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*Date*