



****NOTICE OF JOB OPENING****

Job Title: Deputy Director of Tribal Administration	Department: Administration
Classification: Exempt	Hours/week: 40
Pay Range: \$190,000 - \$290,000	Location: Rohnert Park, CA
Reports to: Executive Director of Tribal Administration	Type: Full-time
Application Closing Date: Thursday, May 16, 2024, at 5:00 p.m.	

Mission Statement: The Federated Indians of Graton Rancheria Tribe ("FIGR" or "Tribe") exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique Native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.

Position Purpose: The Deputy Executive Director supports the Executive Director of Tribal Administration (EDTA) in day-to-day operations and acts on behalf of the EDTA in their absence. This position assists with planning, organizing, coordinating, and managing programs, as well as facilitating and assisting in the development of departmental goals, objectives, and budgets in support of the EDTA and the Tribe. The Deputy Executive Director will directly or indirectly manage Department Directors, and support Tribal programs to ensure timely, consistent, and effective execution of departmental functions.

Please see Job Description on our [website](#) for full job details.

Qualifications

Experience:

- Five (5) years of professional management and program management experience.
- Direct supervisory management experience.

Education:

- Bachelor's degree in business administration or management, public administration, public policy, government or another related field.

Preferred Qualifications:

- Master's degree in business administration and/or management, public administration, public policy, government, or another related field.
- Tribal Government experience
- Experience administering tribal government programs.
- Knowledge of government fund accounting, general accounting, and audit principles

Driving: All employees must maintain a current and valid driver's license and must be insurable under the Tribe's policy.

Background and Pre-employment testing:

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening.

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Life insurance, Long-Term Disability Insurance, Healthcare FSA, Dependent Care FSA, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: [the Federated Indians of Graton Rancheria Career Portal](#), Jobs@gratonrancheria.com or to the mailing address below:

Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928



FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe. *Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.*