



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

## DEPUTY EXECUTIVE DIRECTOR

### *Job Description*

<b>Department:</b>	Administration
<b>Pay Range:</b>	\$190,000 - \$290,000

<b>Reports to:</b>	Executive Director of Tribal Administration
<b>Classification:</b>	Full-time/Exempt

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria 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 the 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.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Supports the Executive Director in day-to-day administration and management of the Tribal Office and provision of services to Tribal Citizens.
- Assists the Executive Director with planning, organizing, coordinating, and managing programs, as well as assisting in the development of departmental goals, objectives, and budgets.
- Ensures that the delivery of Tribal programs and services aligns with developed strategic priorities and is aligned with the organization's mission statement.
- Develop and implement strategies that will maximize the coordination among program areas.
- Evaluates the effectiveness of programs and identify areas needing development and improvement in alignment with the goals of the Tribal Council.
- Maintains standards of service to Tribal Citizens and Native Community.
- Ensures that all Tribal programs are in compliance with Tribal law, policies and procedures.
- Assist the Executive Director with the enforcement of approved Tribal governmental policies and procedures and make recommendations regarding improvements or updates.
- Monitors project progress by tracking activity, resolving problems, publishing progress reports, and recommending actions.
- Defines project requirements by identifying project milestones, phases, and activities.
- Assists the Executive Director with conducting departmental reorganizations consistent with Tribal Council directives to ensure efficient use of all human and financial resources, integrated programs, and services, effective coordination, and avoidance of duplication.
- Assists the Executive Director in developing rules and regulations governing tribal administration.
- Serves as the Acting Executive Director of Tribal Administration in the absence of the Executive Director and in order of succession with delegated authority to negotiate, execute, sign, and modify grant and contract documents which implement programs, activities and functions and delegated authority for all agreements that are necessary for the successful implementation of the departments/program work.
- Assist the Executive Director to ensure codification of all legislative acts of the Tribal Council within the Tribal laws and policies.
- Maintains comprehensive knowledge of all departmental functions.
- Organizes and coordinates departmental functions and Management Team meetings, as appropriate.

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- Other duties as assigned by the Executive Director of Tribal Administration.

## **SUPERVISORY RESPONSIBILITIES**

The Deputy Executive Director is responsible for the management and supervision of assigned departments including Social Services (TANF, Wellness & Justice, Youth & Family), Citizenship, Higher Education, Youth Education, Tribal Health Benefits, Elders, and Housing; including employee career development opportunities, hiring/termination, performance review, training, and disciplinary actions of assigned department directors, managers, or employees.

## **MINIMUM MANDATORY QUALIFICATIONS**

- Experience:**
- Five (5) years of professional management and program management experience
  - Direct supervisory management experience.
- Education:**
- Bachelor's degree in business administration and/or management, public administration, public policy, government, or another related field.
- License/Certification:**
- Must possess a valid driver's license and be insurable under the Tribe's policy.

## **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

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

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, 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.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- 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.
- 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 master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate a solid understanding of and ability to manage organizational structures and adherence to chains of command.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

## 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. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

## 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

**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 may be subject to 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 IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR 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 **Deputy Executive Director** job description and have been provided with a copy of the job description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodation required to perform these functions:

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*Printed name*

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*Signature*

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*Date*