



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

EXECUTIVE DIRECTOR OF TRIBAL ADMINISTRATION

Job Description

Department:	Administration
Pay Range:	\$310,000 - \$410,000

Reports to:	FIGR Tribal Council
Classification:	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 Tribal Citizens; and to foster the value of education.

POSITION PURPOSE

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

- Oversee the day-to-day administration and management of the Tribal Office and provision of services to Tribal Citizens and Clients.
- 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.
- Develops long-range organizational goals and annual operational objectives and advises Tribal Council regarding emerging opportunities, risks, organizational priorities and departmental outcomes and establishes leadership expectations and accountability standards.
- Supervises and provides leadership and guidance to Tribal staff and Tribal government departments to ensure fulfilment 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 provide 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. workforce planning, talent development, succession planning, and workplace culture initiatives

- Facilitates staff meetings and Managers' meetings.
- Responsible for risk management and protection of tribal resources and assets, and oversees enterprise risk management, emergency preparedness, business continuity planning, and organizational resilience
- Responsible for thorough, accurate and organized reporting to the Tribal Council.
- 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 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 other related fields.
- 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 other related fields.
- 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 variables in standardized situations and the ability to make decisions that are varied, and, in many cases, 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.
- 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 a 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.
- Ability to 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 **Executive Director of Tribal Administration** 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:

Printed name

Signature

Date