CHINOOK INDIAN NATION JOB DESCRIPTION

Job Title: Executive Director
Reports To: Tribal Council
FLSA Status: Salary (+benefits). Full-time with optional part-time start.
Opens: 1/7/2021
Closes: Open until filled (1st consideration given to applications received by February 15th).
Salary: $79,000 – $108,000 annually

SUMMARY: The community of the Chinook Indian Nation is committed to the clarification of its federal status, the revitalization of its culture, language and lifeways and to better support the needs of its membership. This new position will be responsible for overseeing and developing exciting growth opportunities, and will facilitate tribal council, committee and community activities as designated by Tribal Council. It will ensure the effective and efficient administration of overall Tribal operations while working cooperatively with staff, government structures and the community to achieve Council goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Advises Tribal Council on planning and policies to ensure consistency and facilitate growth, quality of service and work towards status clarification.
• Oversees the development of annual budget(s), programs, contracts, policies, and establishing goals and objectives.
• Determines operational priorities and carries out short and long-term planning and program development as established by Tribal Council.
• Performs short-term and long-term strategic planning including the assessment of community needs and the design and implementation of new programs/services.
• Ensures goals and objectives support the mission of the organization (to include status clarification), building community, promoting individual responsibility and preserving and revitalizing culture.
• Keeps informed of Tribal projects and programs, ensuring that standards, including budgetary requirements, are being met.
• Negotiates and executes contracts authorized by Tribal Council.
• Works to plan for potential emergency situations.
• Communicates with organizations, colleges, universities and schools, as well as with tribal, federal, state, county and city governments.
• Ensures open communication among all staff, programs and committees.
• Practices and promotes a team approach to management and ensures accountability throughout the workplace.
• Confers with staff and others on various operating procedures, economic developments, and financial, legal and administrative problems. Ensures that standards are established and being met.
• Meets with the Tribal Council in regular and special meetings; provides information and/or reports regarding tribal operations, services and programs.
• Participates in federal, tribal, regional and state organizations, commissions, task forces and groups to promote tribal status, and Chinook programs, services and activities.
• Ensures protection of Tribal assets as delegated by Tribal Council and as defined by the constitution.
• Tracks progress on various projects and issues - ensuring timelines are being met and are within budget.
• Ensures the efficient use of human and financial resources and integrates programs and services with effective coordination and avoidance of duplication.
• Has hire and fire responsibilities for individuals and departments reporting to the Executive Director.
• Attends Council meetings, General Council meetings and other meetings as directed by Tribal Council.
• Leads, manages and maintains budget process for the community.
• Performs other duties as assigned by Tribal Council.

QUALIFICATIONS
• Master’s Degree in a related field from an accredited university preferred.
• Requires a Bachelor’s degree in a relevant field; and requires at least 5 years (10 years preferred) of progressively responsible administrative experience (tribal or not-for-profit operations preferred) including strategic planning, policy analysis, organization change, budget development and financial management, public relations and board/Council-in-charge relations.
• Requires a minimum of five (5) years of exempt level supervision of staff.
• OR equivalent combination of education, training and experience.
• Must maintain a valid Oregon or Washington driver’s license or obtain one upon hire, qualify for the Tribe’s vehicle insurance, and provide proof of personal vehicle insurance.
• Demonstrated knowledge of organizational development and change principles and techniques.
• Ability to guide the Tribal Council in identifying governance issues and opportunities and propose alternative solutions/options for policy and other decisions.
• Demonstrated skill in grant writing/management and contract development/management.
• Demonstrated experience in state and federal legislative work desired.
• A clear understanding of the importance of tribal natural/cultural resource preservation and have relevant skill set to assist in achieving it preferred.
• Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, and local governmental officials, the media, and general public.
• Understanding of the principles of federal Indian law, including tribal sovereignty, federal trust responsibility, tribal-state relations, tribal self-determination, and tribal history is desired.

SUPERVISORY:
• Supervises managers, staff and contracts as assigned by Tribal Council.
• Plans, directs, organizes and coordinates services for various Tribal programs. Works with managers and staff to facilitate short and long-term program development and efficiencies.
• Conducts pre-employment interviews, performance evaluations, disciplinary actions, and prepares Personnel Action Notices in the management of staff personnel. Makes recommendations to hire and terminate through tribal policies.
• Proposes and reviews all tribal budgets under this positions control.
• Ensures the hiring, training, promoting, assigning, disciplining and discharging of employees are in accordance with tribal policies and relevant laws.
• Assures staff adherence to all tribal policies and procedures and relevant state regulations.
• Serves as a mentor, as requested, for tribal career development.

COMPETENCIES:
• Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
• Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others’ ideas and tries new things.
• Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others’ views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts
success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone’s efforts to succeed.

- Leadership – Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others.
- Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.
- Adaptability – Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keep commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Organizational Support – Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organizations goals and values.
- Attendance/Punctuality – Is consistently at work and on time. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.

WORK ENVIRONMENT: 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.

- Common office environment.
- Off site and outdoor work is occasionally required. This includes the possibility of inclement weather and difficult or challenging terrain.

CHINOOK INDIAN NATION & NATIVE PREFERENCE:
Preference will be given to candidate showing proof of enrollment in the Chinook Indian Nation. Native American preference will be given to candidate showing proof of enrollment or descendancy in an Indian tribe. In the absence of qualified Indian applicants, all applicants not entitled to or who fail to claim Indian Preference will receive consideration without regard to race, color, creed, sex, age, religion, or national origin.

AT-WILL EMPLOYMENT:
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. The employment relationship with Chinook Indian Nation is voluntary; there is no specified length of employment. Accordingly, either the Chinook Indian Nation or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.