

The Yurok Tribe is the largest Tribe in California with approximately 6,500 members. We are located in northern California along the Klamath River. The Yurok reservation is located in both Del Norte and Humboldt County with the main headquarters in Klamath, California. Our Tribal government has over 300 employees with numerous departments in several geographical locations throughout Yurok territory.

EXECUTIVE DIRECTOR

LOCATION: KLAMATH, CALIFORNIA

REPORTS TO: Yurok Council

SALARY: \$117,147 to negotiable DOE

POSITION SUMMARY:

The Yurok Tribal Council delegates responsibility for management and day-to-day operations to the Executive Director, and he or she has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Council. The Executive Director provides direction and guidance to the Yurok Council as it carries out its governance functions.

Under guidance of the Yurok Tribal Council the incumbent is responsible for the effective and efficient administration of overall tribal operations, serves as the principal operating executive for implementation of the Tribal policies and legislative directives including the direct oversight of the Yurok Tribe management staff. Directs and oversees the development of all Yurok Tribe programs, plans, and budgets. Incumbent will provide supervisory duties and leadership to the Yurok Tribe management staff in the performance of their assignments as well as issue directives designed to accomplish the goals and objectives as set by Council. Provides initiative in identifying the need for action by the Yurok Tribal Council to develop or revise policies and procedures. Incumbent is accountable for achieving Council goals and objectives and for compliance with policy directions.

DUTIES AND RESPONSIBILITIES:

1. Meets with the Tribal Council in regular and special meetings; provides information and/or reports regarding tribal operations, services and programs; advises Tribal Council in their deliberations on planning, policies and/or laws/ordinances. Responsible for the implementation of policies and procedures approved by the Tribal Council.
2. Confers with staff and others on various operations, planning, economic development, financial and administrative matters; reviews contracts, ordinances, plans, reports, programs and procedures and provides directives/recommendation. Insures open communication among all staff.
3. Participates in Federal, Tribal, Regional and State organizations, commissions, task forces and groups, to promote tribal programs, services and/or activities; represents the Tribe in advocating and testifying on legislation regarding American Indian related issues. Develops

plans and strategies to implement and carry out specific legislative and policy directives of the Tribal Council.

4. Reviews reports, surveys and studies in order to keep abreast of information and significant findings to the Tribal Council and the organization.
5. Reviews and develops correspondence for the Chairperson and Tribal Council, drafts policy statements, positions papers, resolutions and other documents for deliberation and action by the Council when needed.
6. Per established tribal policies and procedures, makes hiring and termination decisions and takes necessary disciplinary actions.
7. Makes recommendation to Tribal Council regarding annual Tribal budget and long-term revenue/expenditure forecasting; reviews and works with the Financial Officer on the indirect cost proposal; reviews and works with the Financial Officer on annual audit. Develops budgets for Tribal Council approval and monitors expenditures.
8. Provides managerial assistance to the Chairperson of the Yurok Tribe for the effective and efficient operation of the Council support and administrative program components. Ensures that staff carries out directive and policies of the Council.
9. Develops annual meeting agenda with Council approval and insures attendance of appropriate staff and guest.
10. Travel as necessary

SUPERVISORY RESPONSIBILITIES:

Supervises Deputy Executive Director, Managers, Directors, and administrative employees including assigning and reviewing work, evaluation performance, training, and taking necessary disciplinary action. Uses and promotes a team approach to management and insures accountability throughout the workplace.

MINIMUM QUALIFICATIONS:

1. LEADING CHANGE: This qualification involves the ability to bring about strategic change, both within and outside the Yurok Tribe, to meet Yurok Tribe goals. Inherent to this qualification is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

- a. Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- b. Understands and keeps up-to-date on local, tribal, state and national policies and trends that affect the Yurok Tribe and shape tribal member' views; is aware of the organization's impact on the external environment.

- c. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
- d. Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- e. Formulates objectives and priorities, and implements plans consistent with the long-term interests of the Yurok Tribe in a global environment. Capitalizes on opportunities and manages risks.
- f. Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

2. LEADING PEOPLE: This qualification involves the ability to lead people toward meeting the Yurok Tribe's vision, mission, and goals. Inherent to this qualification is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

- a. Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
- b. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Yurok Tribe.
- c. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- d. Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

3. RESULTS DRIVEN: This qualification involves the ability to meet Yurok Tribe goals and tribal member expectations. Inherent to this qualification is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Problem Solving, Technical Credibility

- a. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
- b. Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

- c. Makes well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- d. Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
- e. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- f. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

4. BUSINESS JUDGMENT: This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

- a. Understands the Yurok Tribe's financial processes. Administers the tribal budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
- b. Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
- c. Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

5. BUILDING PARTNERSHIPS: This core qualification involves the ability to build partnerships internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, tribal governments, or national organizations to achieve common goals.

Leadership competencies: Partnering, Political Savvy, Influencing/Negotiating Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

- a. Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- b. Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- c. Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

6. TRIBAL ADMINISTRATION:

- a. Demonstrated experience designing and implementing tribal programs.
- b. Demonstrated ability to work at the executive level to facilitate collaboration at the Federal, State, and local levels. Must be able to work cooperatively with diverse partners, interests, and viewpoints to achieve consensus on goals and objectives.
- c. Ability to give expert programmatic and managerial leadership and to direct the work of a large group of diverse functional directors to ensure they work together effectively and efficiently. Must exhibit an exceptional knowledge of supervisory and managerial practices.
- d. Demonstrate understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relation and Tribal self-determination.

EDUCATION/EXPERIENCE:

Eight years of progressively responsible management experience that is directly related to the skills and abilities outlined under Duties and Responsibilities plus a Master's Degree in Business Administration, Political Science, Native American Studies, Business Management or related field, or a Bachelor's Degree in Business Administration, Political Science, Native American Studies, Business Management or related field and at least ten years of management or administrative experience at a large organization.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must possess a California Driver's license (or able to obtain one within 30 days of hire) and clean driving record per tribal policy. Be insurable through the Tribal insurance agency.
3. Must pass a comprehensive background check.
4. Must obtain a Yurok Tribe gaming license.

BENEFIT PACKAGE:

- Vacation: 12 days per year with increase upon completion of 3rd year
- Sick leave: Accrues at 1 day per month with no limit
- Insurance: Blue Cross health and life, VSP vision, and Ameritas dental (100% paid for employee and 50% paid for dependents) (must work at least 30 hours per week to be eligible for insurance)
- Retirement: 401(k) (3% match by employer)
- Employee Assistance Program: Employer paid counseling services are provided to employees
- Holidays: 13 paid holidays are celebrated by the Yurok Tribe

APPLICATION INSTRUCTIONS

Please complete an application, resume and written summary of your experience as related to the minimum requirements. The Yurok Tribal Council will conduct its first review of applicants January 14, 2016. Submit applications to Yurok Tribe Personnel Office, P.O. Box 1027, Klamath, California 95548 or email to HR@yuroktribe.nsn.us. If you have any questions please call 707-482-1350 x 1422 or x 1376.