



STATE OF COLORADO
invites applications for the position of:

Executive Director, Colorado Commission of Indian Affairs (CCIA)

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 200 E Colfax Ave, Denver, CO 80203

SALARY: \$6,250.00 - \$7,500.00 Monthly

OPENING DATE: 08/07/19

CLOSING DATE: 09/06/19 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

The Office of the Lieutenant Governor is seeking an Executive Director for the Colorado Commission of Indian Affairs. In 1976, the Colorado General Assembly created the Colorado Commission of Indian Affairs (CCIA) within the Office of the Lieutenant Governor. The Commission is the official liaison between the State of Colorado, the Ute Mountain Ute Tribe, and the Southern Ute Indian Tribe. The Commission also works with the other 46 Historic Tribes of Colorado on a government-to-government basis and maintains contact with Colorado's urban American Indian/Alaska Native communities.

The Lieutenant Governor serves as the statutory chair of the Colorado Commission of Indian Affairs that has 11 voting members and several non-voting members who represent various interests within the American Indian/Alaska Native community. The Commission is fully committed to positively impacting the lives of Colorado's American Indian/Alaska Native communities statewide.

We invite interested applicants to thoroughly complete and submit the online application and include the required attachments:

- **Resume**
- **Cover letter**
- **Response to written exercise described below under supplemental information**
- **Current contact information for 3 professional, supervisory references**

Interested candidates who are selected for an interview must be available to travel to Denver for an in-person interview at their own expense during the week of September 16, 2019.

DESCRIPTION OF JOB:

The CCIA Executive Director works with various American Indian/Alaska Native organizations and groups and is responsible for the day-to-day operations of the Commission. The position serves as the official liaison between the Lieutenant Governor and Colorado State agencies, the

Southern Ute Indian Tribe, Ute Mountain Ute Tribe, and the other 46 Historic Tribes of Colorado as per the 2007 State Burial Protocol. This position will report to the Lieutenant Governor's Chief of Staff.

Essential Duties and Responsibilities:

- Manage the daily responsibilities and business of the Commission including, but not limited to, the budget, Commission meetings, and communication with the Ute Mountain Ute Tribe, Southern Ute Indian Tribe, and other American Indian/Alaska Native organizations.
- Prepare a written annual report giving an account of the proceedings, transactions, findings, and recommendations of the Commission. This report shall be submitted to the Governor and the General Assembly.
- Coordinate and implement annual State/Tribal Consultations with numerous state agencies.
- Coordinate with History Colorado and follow state burial law according to the *Process for Consultation, Transfer and Reburial of Culturally Unidentifiable Native American Human Remains and Funerary Objects Originating From Inadvertent Discoveries on Colorado State and Private Lands*.
- Assist in problem solving regarding issues and opportunities pertaining to American Indian/Alaska Native communities statewide.
- Liaise between the Lieutenant Governor's office, state agencies, Tribal Councils, American Indian/Alaska Native groups, and/or other entities as needed.
- Maintain a working knowledge of state law and advise the Lieutenant Governor, the Commission, Tribal councils and off-reservation American Indian/Alaska Native groups of pending legislation affecting American Indians/Alaska Natives in Colorado.
- Attend major Tribal functions and perform such other duties as may be assigned by the Lieutenant Governor and the Commission.
- Visit each Tribe located in Colorado regularly or as the budget allows.
- Consider strategies and opportunities to fulfill the Commission's goal to positively impact the lives of Colorado's American Indian/Alaska Native communities.
- Significant in-state travel to and driving to and from meetings is required.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

A bachelor's degree or equivalent management and leadership experience is required. Must be an enrolled member of a federally recognized tribe. Basic budgeting experience and excellent written and verbal communication skills are required.

Must be able to work 9:00 am to 5:00 pm with occasional evening and weekend work.

Expected Travel: Up to 25% in-state travel is required. Applicants must have reliable transportation to meet the the travel requirement.

Organizational Relationships

This position reports to the Lieutenant Governor's Chief of Staff and supervises the CCIA Program Manager and Interagency Tribal Liaison.

SUPPLEMENTAL INFORMATION:

REQUIRED WRITING EXERCISE: Please review the information below and attach a one page response in size 12 font. Failure to attach your response to the application will result in disqualification from consideration.

Scenario: Studies have shown that mascots which use American Indian/Alaska Native representations can have harmful psychological effects on American Indian/Alaska Native students. Various high schools in Colorado whose mascots use American Indian/Alaska Native representations have agreed to have conversations about the topic in relation to their own school mascots.

A high school whose mascot is "The Savages" requested that you give a 3 minute talk to open a community conversation to help their community consider their school mascot and whether any

action might be taken in relation to the mascot.

People attending the conversation include interested students, their families, the school principal, the school district superintendent, teachers and alumni. Some attendees view the conversation as a threat to the school's identity and current mascot and have expressed staunch opposition to considering any changes to the mascot. Others have advocated for changes to what they perceive to be a highly problematic mascot.

Please provide a script of what you would say to open up the community conversation.

A cover letter and resume must also be submitted with the application for consideration. Your cover letter and resume must provide sufficient detail about your background and experience to allow the screening panel to properly assess your experience in the required elements, including your experience and achievements.

We offer a generous benefits package including:

- Annual leave accrued at 13.33 hours per month
- Sick leave accrued at 6.66 hours a month
- 10 paid holidays per year
- Medical and dental plans
- State paid life insurance policy of \$50,000
- Choice of 2 retirement plans
- 401K and 457 plans
- State paid Short Term Disability coverage
- Additional optional life and disability plans
- Credit Union Membership
- RTD pass
- Training and professional development

To learn more about State of Colorado benefits visit: <https://www.colorado.gov/dhr/benefits>.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Amy Wayne by phone (303) 866-2471 or amy.wayne@state.co.us at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

A cover letter and resume must be submitted with the application for consideration. Your cover letter and resume must provide sufficient detail about your background and experience to allow the screening panel to properly assess your experience in the required elements, including your experience and achievements.

DEPARTMENT CONTACT INFORMATION:

gov_hr@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #cciaed082019
EXECUTIVE DIRECTOR, COLORADO COMMISSION OF
INDIAN AFFAIRS (CCIA)
AW

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Executive Director, Colorado Commission of Indian Affairs (CCIA) Supplemental Questionnaire

- * 1. Are you an enrolled member of a federally recognized tribe?
☐ Yes ☐ No

- * 2. Please confirm that you are submitting the required writing sample with your application. Instructions are provided in the job posting.
☐ I have attached the required writing sample to my application.
☐ I did not submit the required writing sample.

- * 3. Do you have experience working with tribal governments, tribal organizations, on-reservation American Indian/Alaska Native communities, and/or off-reservation American Indian/Alaska Native communities?
☐ Yes ☐ No

- 4. If so, please describe.

- * 5. Please describe your familiarity with the Native American Graves Protection and Repatriation Act (NAGPRA). Describe any experience you may have implementing NAGPRA and/or State specific processes related to the implementation of NAGPRA.

- * 6. Do you have experience working as a liaison between state and tribal entities?
☐ Yes ☐ No

- 7. If so, please describe.

- * 8. Do you have personal and/or professional experience interacting directly with the Ute Mountain Ute Tribe and/or Southern Ute Indian Tribe?
☐ Yes ☐ No

- 9. If so, please describe.

- * 10. Do you have any experience working on initiatives relevant to the Ute Mountain Ute Tribe, and/or Southern Ute Indian Tribe?
☐ Yes ☐ No

- 11. If different than your response to question 7, please describe.

* 12. What are your core values?

* 13. Are you willing and able to fulfill the travel requirements of the position?

☐ Yes ☐ No

* 14. If selected for the position, what date are you available to begin working full-time in Denver?

* Required Question