



COYOTE VALLEY

Band of Pomo Indians

JOB DESCRIPTION

POSITION: Chief of Staff

DEPARTMENT: Tribal Government Operations

REPORTS TO: Tribal Council

EFFECTIVE DATE: 1/21/2021

SALARY RANGE: \$125,000 - \$150,000 (DOE)

JOB SUMMARY

Plans and directs all administrative, financial, and operational activities for the Tribal Council, CFO, and other executives. Organizes and prioritizes critical issues and required information for the executives to facilitate efficient decision making. Acts as a point of contact or gatekeeper between top management and tribal membership. Provides oversight and guidance to projects. Responsible for managing the executive support staff. Develops major goals to support broad functional objectives and facilitates strategic planning sessions. Develops policies within various departments. Assists in the development of the Tribal Government and recommends to the Tribal Council systematic and procedural improvements for the delivery of all Tribal programs and services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Responsible for coordination of strategic planning and development and implementation of organization wide goals and objectives
2. Coordinates the planned delivery of all Tribal programs and services and monitors the success of each program
3. Works with the CFO and executives in the development and management of all department budgets and funding sources
4. Works with executives in identifying and securing new funding sources for Tribal program and services
5. Works with executives in contract negotiations and contract management
6. Advises executives and Tribal Council on matters pertaining to department functions
7. Assists departments with matters involving interdepartmental functions and public relations
8. Serves as a member of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

9. Facilitates the develops program and services policies, procedures, action items and resolutions
10. Responsible for the coordination of development of tribal ordinances and codification
11. Attends all scheduled Tribal and General Council meetings
12. Provides program and service updates at Tribal and General Council meetings
13. Coordinates and participates in Tribal events including non-profit events
14. Corresponds with other governmental agencies (tribal, local, state, and federal) regarding grants, contracts, MOUs, etc.
15. Develop and implement community survey and consensus building processes
16. Develops tribal member staffed committees as directed by the Tribal Council
17. Authorizes and approves program expenditures
18. Schedules and conducts tribal staff meetings
19. Travels as necessary to accomplish program and tribal goals and objectives
20. Available to work weekends and evenings if directed
21. Be a positive role model at all times
22. Maintains professional behavior with positive representation of Coyote Valley while on and off the clock
23. Must maintain strict confidentiality during and after employment
24. Perform other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must have at least

- A Bachelor's Degree
- 8 years of managerial and leadership experience
- Extensive experience in project management
- Must have the ability to travel as necessary
- Must have a valid California Driver's License, insurance, and own transportation

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of the fundamental principles of business administration
- Thorough knowledge of methods of effective research
- Ability to write effective reports and make public presentations
- Experience in fiscal management and budgeting
- Extensive knowledge in Microsoft Excel, Word, Power Point, and Outlook
- Experience in facilitating virtual meeting platforms

LANGUAGE SKILLS

- Ability to communicate effectively both written and orally.

REASONING ABILITY

- Must have the ability to deal effectively and interact well with tribal members and employees.

- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The employee is also regularly required to stand, walk, sit, lift up to 25 lbs. and use their hands and fingers, so as to handle or feel objects, tools or controls.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low to moderate. Must be able to work in an intense environment where a high degree of concentration is necessary to perform the required job duties.

OTHER

1. Must pass pre-employment drug testing (for illegal drugs). Must pass a background investigation.
2. Preference in filling vacancies is given to qualified member of the Coyote Valley of Pomo Indian Tribe or qualified Native American candidates in accordance with the Indian Preference Act (Title 2, U. S Code Section 472 and 473) and the Indian Self Determination Act (Public Law 93-638). Coyote Valley Tribal Operations is an equal opportunity employer. The Coyote Valley Tribal Office is also committed to achieving full equal opportunity without discrimination based on race, religion, color, sex, national origin, politics, marital status, physical disability, age or sexual orientation. All information shown as representations of current conditions is subject to change. No guarantees are expressed or implied. The Coyote Valley Tribal Operations are an "at will" employer.
3. Must be sensitive to the needs of the Indian community, their culture and traditions.