

CATAWBA INDIAN NATION
Notice of Job Vacancy

POSITION: Deputy Tribal Administrator PAY RANGE: Pay band 9; starting salary \$75,000-\$100,000; depending on experience; salary exempt
--

Job Description: The Deputy Tribal Administrator works closely with the Tribal Administrator and Executive Committee to oversee the day-to-day operations of the tribe. This person should have dynamic experience for implementing and managing Division oversight, key performance indicator management, staff training and initiatives, and special projects. This person will need to be tactical in nature when dealing with daily operations and must have experience implementing long term strategy and vision. This outcomes-based role needs a leader that is curious that seeks change and identifies new ways of execution. You will need to create a standard performance for all employees. This position is an integral part of the management team and reports directly to the Tribal Administrator.

MAJOR DUTIES

- Implements the daily processes, tasks, and procedures of Tribal Operations
- Coordinates and guides the workforce to meet and support the needs of Tribal members and the general public and to ensure that the staff is implementing its programs, projects, activities, and events while forming essential collaborations across the community
- Will be delegated supervision of 4-5 tribal Divisions based on strengths; anticipating same number of direct reports
- Coordinate all leadership and staff meetings and events
- Identify, create and manage on-site training needs for staff and leadership
- Work with support departments (grants, purchasing, etc.) to create trainings for staff and leadership on procedures for use in onboarding, promotion, and refresh
- Oversee implementation of Tribal Ordinances in government operations and throughout all tribal entities
- Create staff led teams to address areas of improvement in daily operations
- Write RFPs to engage consultants needed for government projects
- Draft basic consultant contracts for review and approval by the Legal Department
- Review department-based Memorandums of Understanding (or other related agreements) and coordinate Legal Department review
- Reviews policies and procedures of departments and recommends changes as needed
- Lead efforts to improve communication with staff such as implementation of an Intranet (in conjunction with IT Director)
- Serve as the risk manager for the Nation and point of contact for commercial insurance
- Manage special projects as delegated by the Executive Committee and Tribal Administrator
- Create written project plans and proposals for new programs and services
- Works with Divisions to create yearly goals based on Strategic Plan
- Create and maintain a management strategy that sets measurable levels of service for Tribal Operations while seeking to maintain a high-performance workplace (KPI's)
- Work closely on communications with tribal citizens on KPI's and Annual report
- Seeks new programs for the tribe by writing grants based on the assessment of community needs
- Assist with grant management strategies for Divisions and Departments under daily supervision
- Attends meetings and compiles reports for the Executive Committee and General Council
- Maintain professional and technical knowledge by attending training, seminars, and meetings
- Contributes to a team effort and accomplishes related results as required
- Other duties as assigned

COMPETENCIES & BEHAVIORS

- Must maintain effective working relationship with all employees and to always maintain a courteous and professional demeanor with the public
- Maintain strict confidentiality and act professionally when representing the tribe
- Must possess the ability to work on multiple projects at once and be able to articulate independence, urgency on day-to-day completion of these tasks
- Have experience with a growth organization while challenging the status quo and be responsive to an ever-changing environment while maintaining an optimistic and positive outlook on change
- Must possess very strong attention to details
- Need a confident and curious leader that can be innovative in the face of an organization that has a history of doing things a certain way. Need to be persuasive with strong verbal and written skills that can align a team of differing opinions so that everyone is aligned to the bigger picture.
- Highly professional writing skills for grants, proposals, policies, MOU's
- Needs the ability to quickly and effectively convey ideas and information in a persuasive and influential manner and can build great teams
- This leader needs to be influential with effective soft skills and can rally a group to a common goal
- Flexible and independent leader that can be flexible and work with groups and/or individuals
- Competitive with highly inner directed, self-starting attitude with an expectation for the desired results

MINIMUM REQUIREMENTS

- Bachelor's degree in public administration, business, or other closely related field required, Master's degree preferred
- Five years progressive work experience as a supervisor of other employees required
- Two years of grant management and writing experience required
- Organizational development and planning experience required
- Ability to attend trainings and classes as required
- Ability to work evenings or weekends as required
- Possess a valid driver's license

DESIRABLE QUALIFICATIONS, KNOWLEDGE SKILLS AND ABILITIES

- Understanding of organizational level management of government contract and grant operations, evaluations, and reporting
- Knowledge of principles of accounting, employment, and planning
- Project management experience
- Experience working with a Tribal Government
- Experience managing commercial insurance policies for an organization (property, liability, worker's comp, etc)

PHYSICAL REQUIREMENTS

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; bend to open/use lower drawers or cabinetry; to talk, hear, and see. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Catawba Indian Nation exercises INDIAN PREFERENCE

Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

Satisfactory background checks and drug screening are requirements for employment.