



Pulikla Tribe of Yurok People Job Description

Job Title: Deputy Executive Manager
Department: Administration
Reports to: Executive Director
FLSA Status: Exempt
Salary: GS 10/11 (\$58,842-\$84,049/year)

SUMMARY: The Deputy Executive Manager is responsible for a diverse range of management and administration functions from developing and implementing systems for daily operational improvement to assisting the Executive Director with special projects. This position is located within the Administration Department. The Deputy Executive Manager will be supervised by the Executive Director and will supervise staff as designated by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the guidance and direction of the Executive Director:

- Assist the Executive Director in maintaining continuity between Tribal laws, policies, and procedures.
- Assist the Executive Director with human resources matters and ensure compliance with applicable Tribal laws, policies, and procedures.
- Assist the Executive Director with providing staff support to designated Tribal Committees.
- Assist the Executive Director with travel, scheduling, and other administrative duties.
- Implement existing systems for grants and contracts compliance and reporting.
- Work with the Executive Director, Department Directors, and other Managers to ensure that programs run efficiently and effectively and that goals/objectives are met on an annual basis.
- Assist with maintaining compliance with Tribal Ordinances through creation and delivery of policies and procedures.
- Assist the Executive Director to ensure purchasing is within approved Tribal budgets and procurement policies are adhered to.
- Be available for specific projects designated by the Executive Director.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES: This position has supervisory responsibilities.

MINIMUM JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have the initiative to work independently, as well as part of a team, to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS degree in Public Administration, Political Science, Social Science, Native



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American Studies, Business Administration, or related field or AA/AS degree in those fields with directly related work experience for at least two (2) years. Directly related work experience may be substituted for education at a 1:2 ratio for education to work experience if do not have a higher education degree.

- 1-2 years of supervisory work experience.
- Demonstrated experience and understanding of Tribal Government, Tribal Government operations and Tribal programs.
- Demonstrated experience with the drafting of policies, standard operating procedures, and/or similar documents used to enforce operational systems.
- Demonstrated experience with multi-tasking and meeting strict deadlines.
- Must have the ability to communicate clearly, both orally and in writing and express oneself clearly and concisely for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Pulikla Tribe of Yurok People, Tribal citizens and the community.
- Must have the ability to use, with a high level of competency, Microsoft Office programs.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings. Must have a valid driver's license and be insurable.

PREFERRED JOB QUALIFICATIONS:

- Knowledge of Yurok culture and language.
- Master's Degree in Public Administration, Political Science, Social Science, Native American Studies, Business Administration, or related field.
- More than 3 years of related experience, the majority of which must be in program administration or related field.
- At least 3 years of experience working in Tribal government.

CONDITIONS of EMPLOYMENT:

- Position is a full-time position.
- All applicants are subject to the Tribe's Substance Misuse Policies & Procedures, including pre-employment screening.
- All applicants will acknowledge and abide by all Pulikla Tribe of Yurok People personnel and other policies and procedures.
- Preference will be given to qualified Native American applicants subject to the Tribe's Human Resources Policies & Procedures.
- The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.



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Applicant

Date

Executive Director

Date