

JOB ANNOUNCEMENT

POSITION: Chief Executive Officer

PROGRAM: Indirect Cost

SUPERVISOR: Tribal Chairman

SALARY: Grade: 38 Step to Grade 41 (\$97,531 - \$112,902) **DOE**

CLASSIFICATION: Exempt

LOCATION: Tribal Headquarters Building

OPENS: December 3, 2018

CLOSES: January 4, 2019

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATION:

This position is subject to pre-employment as well as random drug testing. A complete background check will be conducted as a condition of employment. This individual has access to sensitive Tribal and personal data. This individual oversees the budget process for the Shoshone-Paiute Tribes and must be bondable. Additionally, as this person will need to travel, using Tribal vehicle, a valid driver's license is required, (Unless accepted under the provisions of the American Disabilities Act).

JOB SUMMARY:

Responsible for the overall coordination, administration and oversight of programs, services, and activities provided by the Shoshone-Paiute Tribes. Administers, plans, and directs the Tribes programs and services in accordance with Tribal Council directives, policies and procedures, legal requirements, and principles. The incumbent is responsible for overseeing the efficient and effective implementation of Tribal Government services. The Chief Executive Officer will be responsible for the development of and implementation of Tribal goals and objectives, program services and economic development and maintaining compliance with applicable regulations.

ESSENTIAL FUNCTIONS:

1. Directly supervises the Tribal Programs Administrator, Tribal Health Administrator, Tribal Support Services Administrator, Tribal Judges, Court Administrator and other key staff as specified in the organizational chart.
2. Indirectly provides administrative direction to all Tribal employees.
3. Supervises subordinate employees to include: assignment and review of work, performance evaluation, annual work plans, employee development (training), disciplinary action, and executing hiring and termination decisions.
4. Practices and promotes a team approach to management and ensures accountability throughout the workplace.
5. Meets with the Tribal Business Council in regular and special meetings to provide information and/or reports regarding Tribal operations, services, and programs.
6. Advises the Tribal Business Council in their deliberations on planning, policies, and/or laws/ordinances. Ensures consistency in policy direction.
7. Oversees and confers with staff and others on various operating procedures, economic development, financial, and administrative matters and requirements.
8. Reviews contracts, plans, reports, program policies, and procedures, and provides recommendations where necessary.
9. Consults with tribal attorney on legal matters.
10. Promotes open communication among staff by conducting regular staff meetings.
11. Oversees short-term and long-term strategic planning, including the assessment of community needs and the design and implementation of new programs/services.

12. Ensures that goals and objectives support the stated mission of the organization including: building community, promoting health and economic development, promoting individual responsibility, and preserving Native American culture.
13. Provides final approval on Tribal hiring and termination decisions and other personnel changes in the event of a conflict of interest involving Division/Department Managers in accordance with the Shoshone-Paiute Tribal Operations Personnel Manual.
14. Participates in Federal, Tribal, Regional, and State organizations, commissions, task forces, and groups to promote Tribal programs, services, and/or activities and represents the Tribe in advocating and testifying on legislation regarding Native American-related issues.
15. Makes recommendations to the Tribal Business Council regarding annual Tribal budgets and long-term revenue/expenditure forecasting; reviews and works with the administrators, finance directors, and auditors on annual audit.
16. Provides final approval on major equipment purchases.
17. Performs other duties as identified by Tribal Business Council.

QUALIFICATIONS:

- 1) A Master's Degree in Business Administration or a related field is required. Must be knowledgeable in Business and Public Administration with five years extensive experience in working with Federal, State, and local agencies and Native American governments, with an emphasis on financial aspects of programs. Experience in business in a private sector is preferred. *
- 2) A working knowledge of Federal, State, and other regulations; including Circular A133 and Circular A87, PL 93-638, and ISDA of 1984 is preferable.
- 3) Strong leadership ability, presentation skills, and ability to translate financial terms into understandable terms for line managers.
- 4) Requires a minimum of five years of supervision of management level staff.
- 5) Must have a clear understanding of Native American culture.
- 6) Knowledge of tribal operations, programs, and services; federal and state laws; policies and regulations pertaining to tribal operations, programs and services; budgeting and fiscal management; automated data processing systems; knowledge of accreditation processes; principles of supervision and personnel practices.
- 7) Requires considerable knowledge of organizational development and planning.

- 8) Ability to plan, organize, and direct the work of others to meet overall objectives and goals; communicate effectively both verbally and in writing; evaluate and appraise the effectiveness and quality of tribal operations, programs, and services.
- 9) Ability to interpret and apply tribal, federal, and state laws and regulations; establish and maintain effective working relationships with the Tribal Council, other Tribes and governmental agencies and jurisdictions, businesses, and the general public.
- 10) Ability to prepare clear and concise reports. Must possess the ability to negotiate contracts and coordinate legal review.
- 11) Must possess superior interpersonal skills, both oral and written, and facilitative skills; must have demonstrated strong leadership and consensus building abilities; and be able to implement an effective open management style in order to develop and maintain work team cohesiveness.

* The Tribal Business Council reserves the prerogative to qualify an applicant with substantial work experience and background for employment consideration.

- ***TRAVEL REQUIREMENTS: May be required to travel out of State during the course of employment.***