

## **Position Description**

**Job Title:** Executive Director  
**Department:** Administration  
**Reports To:** Hoh Tribal Business Committee  
**Status:** Permanent/Full Time  
**Salary Range:** DOE

### **SUMMARY**

This is highly responsible, professional administrative work overseeing all Hoh Tribal programs, enterprises and staff. The work involves overall personnel supervision, management of the Tribal business and enterprise affairs, and top-level decision making and coordination with various other governmental agencies and businesses.

### **DUTIES AND RESPONSIBILITIES:**

- Initiates and develops contacts with funding sources, supervises the preparation of funding proposals, negotiates contracts and awards.
- Directs and coordinates all Tribal departments, programs and enterprises, designs and implements new programs, monitors all programs for compliance and conformance to contract requirements and budgetary constraints.
- Interprets legislation and regulations, draft resolutions and ordinances and advises the Hoh Tribal Business Committee regarding pending actions.
- Head planner for the Tribe; actively seeks the development of enterprises for economic stability and well-being.
- Oversight of accounting and financial affairs; develops and administers budgets; approves all Tribal purchases and vouchers for payment.
- Provides training to supervisors and staff.
- Supervises all department managers and oversees personnel matters; performs employee evaluations for department heads and enterprise managers.
- Attends Business Committee meetings and reports concerning the status of all programs, finances and budgets.
- Serves on community boards as required, represents the Business Committee in negotiations and conferences with a wide variety of agencies.
- Normally works in an office environment, but is occasionally required to work in the field and must be willing and have the capability to

travel frequently to various conferences and workshops.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Public Administration, Social Science or Accounting
- Minimum two years' experience as a Tribal Administrator, Business Manager or at Director-level
- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- Must pass Washington State Patrol background check
- Must be a non-felon and bondable
- Ability to work with minimum supervision
- Ability to supervise and train others
- Working knowledge of Microsoft Word and Excel
- Must comply with requirements of the Drug-Free Workplace Act
- Strong working knowledge of OMB Circulars and Indirect Cost principles
- Strong analytical skills
- Fundamental accounting and financial management skills
- Ability to manage government grants and contracts
- Ability to negotiate and manage vendor and construction contracts
- Understanding of relevant legislation, policies and procedures
- Ability to work well with Tribal Business Committee
- Understanding of the roles and responsibilities of boards
- Strategic planning skills
- Effective written and oral communications skills
- Effective public relations skills
- Time management skills
- Ability to display and enforce professional standards of conduct
- Ability to work weekends, evenings and extra hours as required to meet temporary demands
- Reliable transportation; must have or obtain a Washington State Driver's License

Preference will be given to qualified Hoh Tribal Members or Native Americans under the Federal Indian Preference Act, ((43 CFR 17.3 [d])). Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.

This position requires an awareness and deep appreciation of Indian traditions, customs and socio-economic needs. It requires the ability at all

times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and sound judgment in handling sensitive issues.