



Yurok Tribe

Job Description

JOB TITLE:	Self-Governance Director		
JOB GRADE:	12/13	REPORTS TO:	Chairperson
STATUS:	Exempt	LOCATION:	All Areas
DEPARTMENT:	Self-Governance	DIVISION:	Executive Branch
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$79,913.60 - \$142,314.34		

POSITION SUMMARY:

Under the general direction of the Chairperson the Self-Governance Director will be responsible for the coordination of all activities as they relate to the planning, organization, and implementation of the Self Governance Department.

DUTIES AND RESPONSIBILITIES:

1. Conduct regular meetings, correspondences and communications with the Tribal Council and other Tribal Departments and Programs lead staff, in order to establish and maintain program coordination in Self-Governance.
2. Develop tribal position, briefing, and other papers, documents for Tribal Council as needed.
3. Coordinate and develop funding to support the staff needs of the Department.
4. Responsible for the establishment, maintenance and dissemination of all records, correspondence, and reports of the Self-Governance Office.
5. Responsible for reviewing, evaluating, analyzing and development of budget documents and information for the implementation and negotiations for the Yurok Self Governance Compacts, Contracts, and Annual Funding Agreements with the United States Government and its respective agencies.
6. Responsible for maintaining governmental relations between and among the tribe, federal agencies, state agencies, local governments, tribal government, and non-governmental organizations.
7. Provides and coordinates annual Self-Governance funding information as it relates to the Tribal/BIA, I.H.S., and non-BIA negotiations.
8. Assist in the evaluation, monitoring and interpretation of any political and legislative activities that may have potential impact on Self-Governance and recommend plans for maximizing the successful implementation of Self Governance.
9. Research, review, evaluate, and plan options available for accessing other federal funds under the Self Governance initiative.
10. Responsible for the planning and organization of the management and budgeting of all aspects of the Self Governance initiative for the Yurok Tribal Council.
11. Assist in preparation of Congressional documents and legislation as required for the implementation of Self Governance.
12. Other duties as assigned.

EDUCATION/EXPERIENCE:

1. G12: Bachelor's degree in related field with six years job specified experience.
2. G13: Bachelor's degree in related field with seven years job specified experience.
3. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Experience working with various tribal, federal, state, local and private agencies, programs, entities and individuals.
2. Ability to work with a diverse group of clientele and possess good communication and writing skills.
3. Knowledgeable about traditional and contemporary culture and history of the Yurok People.
4. Ability to balance development and preservation issues and needs.
5. Proficient in computer applications and operations.
6. Experience working in tribal governments with knowledge of government-to-government relations, tribal sovereignty, federal Indian policy; trust responsibility, treaties, and constitutions.
7. Experience with grants, contracts and compact negotiations and processes.
8. Experience in financial management, developing, implementing, monitoring, and reporting project plans and operations.
9. Ability to work independently, makes decisions, maintain confidentiality, work effectively with co-workers and Council, and perform under pressure.
10. Supervisory experience.
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Effects minor disciplinary actions and determines developmental training needs of employees.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

WORK ENVIRONMENT:

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description’s duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date