



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: BPDC Director
Department: Bishop Paiute Development Corporation (BPDC)
Supervised by: BPDC Board of Directors; CEO or designee
Pay Rate: E7 \$90,511 – \$126,716 DOQ
FLSA Status: Full-Time; Exempt

Position Summary: The BPDC Director will be responsible for providing strategic leadership to establish long-range goals, strategies, plans, and policies for economic development within the Bishop Paiute Tribe, as set forth in the BPDC By-Laws and Articles of Corporation.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Promotes economic growth and development through effective business opportunity research and strategies.
- Serves as liaison with other Tribal entities with respect to business development.
- Prepares, presents, monitors, and controls the Corporation's annual operating budget.
- Identify and secure grants, funding opportunities, and financial resources to support economic development.
- Administer grant funding and reporting in coordination with applicable tribal departments.
- Responsible for the timely submission of all required BPDC and Tribal Council reports, plans, budgets.
- Delegates duties to the appropriate staff or professional service provider, to complete required work, (i.e. auditors, accountants, consultants, architects, engineers, etc.).
- Create business plans and conduct feasibility surveys.
- Provides leadership and management to ensure that the mission and core values of BPDC and Bishop Tribal Council are put into practice.
- Responsible for driving BPDC to achieve profitability, cash flow and business goals and objectives, including financial management.
- Spearheads the development, communication and implementation of effective growth strategies and processes.
- Collaborates with the team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the company.
- Submit monthly reports to Tribal Council and BPDC Board of Directors on activity and development.
- Motivates and leads a high-performance team. Carries out supervisory responsibilities in accordance with the organization's policies.
- Provides management oversight and development of BPDC properties and services.
- Assists, as required, in raising additional capital at appropriate valuations to enable the company to meet sales, growth, and market share objectives.
- Fosters a success-oriented, accountable environment within the company, developing and maintaining positive relationships with Tribal staff.
- Represents BPDC with clients, investors, and business partners.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge

and skills needed for optimal job performance.

Experience and Education:

- Minimum of five (5) years' work experience in Administrative or Business Management required. Economic or Commercial Development Management experience preferred.
- B.A. in Business or Economics is preferred.
- Minimum of three (3) years supervisory experience.
- Experience in real property management, strategic planning and implementation, marketing, and grant administration.
- Experience working and interacting with governing boards on a professional level.

Other Requirements:

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must be available to be on call after hours, holidays, evenings and weekends for work as scheduled and/or in the event of emergencies.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Research Skills* – the individual will research various items, as needed.
- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* – the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Oral communication* – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently, develop realistic action plans and able to work independently or with minimal supervision.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual keeps clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.

- *Excellent Written and Verbal Skills* – individual will prepare and present reports and other documents in a timely and professional manner.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/ Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 20 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

