



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Chief Operations Officer (COO)  
**Department:** Administration  
**Supervised by:** Chief Executive Officer (CEO)  
**Pay Grade:** E9 \$119,909-\$179,864 DOQ  
**FLSA:** Full-Time; Exempt

**Position Summary:** Accomplishes the Tribe's strategic objectives by assisting in the planning, directing, monitoring, and evaluating of administrative and operational functions. Manages and handles the daily business operations of the Bishop Paiute Tribe, working closely with department heads and supervisors to support the day-to-day activity of employees.

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

### Job Duties:

- Assists with the development and implementation of a strategic plan to maintain capacity to deliver services that result in a positive and appropriate outcome for the Administration department.
- Assists with the implementation and communication of goals, objectives, policies, procedures, programming, and public relations in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.
- Supervises non-supervisory staff in the Administration department and supervisory staff in other areas; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Increases staff effectiveness by recruiting, selecting, orienting, training, and disciplining assigned employees; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising performance and job results; developing a climate for offering information and opinions; addressing complaints and resolving problems; integrating functional objectives; providing and participating in educational opportunities.
- Contributes to department effectiveness by identifying short-term and long-range issues and goals that must be addressed; assisting with provision of information and commentary pertinent to deliberations; assisting with modification of program objectives and activities to maximize resource allocation.
- Assists with review of activity and financial reports.
- Assists with preparation of reports on the status, activities and plans for current and future operations.
- Ensures fulfillment of contractual program obligations.
- Provides administrative and technical assistance to the CEO, Directors and Tribal Council.
- Serves as the Executive liaison with the management team and other departments in the resolution of daily and operations challenges.
- Works with all departments in collaboration efforts with research and planning to determine community's social and economic needs.
- Collaborates with area businesses, civic organizations, educational institutions and other organizations to develop and/or modify high quality programs and services that meet the needs and interests of the communities served.
- Serves as a liaison to tribal government administration, tribal business entities, business and advisory committees and Tribal Council.
- Completes performance evaluations of assigned staff to ensure compliance with established policies and objectives; monitors progress of Tribal Council's directives and timelines.

- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
- Performs as CEO as necessary.

**Education and Experience:**

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field, and
- Master's degree preferred.
- Five (5) years' experience administering Indian programs preferred.
- Five (5) years' management experience required.
- Experience in administration of large government-funded programs preferred.
- A combination of education and experience may be considered.

**Other Requirements:**

- 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 have and maintain 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.

- *Job Knowledge* - Knowledge of office and business administration; Tribal Administration; Indian community; and applicable federal, state, county and local laws, regulations, and requirements.
- *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; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *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 and develops realistic action plans.
- *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 is able to 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.
- *Technology Skills* – Operates various word-processing, spreadsheet, accounting and database software programs in a Windows environment.

- *Problem solving*- the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Quality management*- the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgement*- individual displays willingness to make decisions, exhibits sound and accurate judgement, and makes timely decisions.
- *Planning/organizing* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Safety and security* – the individual observes safety and security procedures and uses equipment and materials properly.
- *Confidentiality* – the individual upholds a high degree of integrity and confidentiality.

**Physical Demands/Work Environment:**

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee 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.

**Signatures**

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

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

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

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_