



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Chief Executive Officer (CEO)
Department: Administration
Supervised by: Tribal Council
Pay Grade: E10 \$143,891.00-\$215,837.00.00 DOQ
FLSA: Exempt, Salary

Position Summary: Under the direction of the Bishop Paiute Tribal Council, the CEO is expected to lead and motivate the Bishop Paiute Tribe staff to a high level of performance and facilitate organizational change and growth in a positive manner. The position is responsible for all aspects of Tribal Administration and Tribal management activities, including executing and monitoring the Bishop Paiute Tribe's Strategic Plan. Additionally the CEO must demonstrate the highest ethical and moral standards, be innovative, loyal to the Bishop Paiute Tribe, and work cooperatively with the Bishop Paiute Tribal Council, Committees, Enterprises, Attorneys and other Tribal Consultants for the betterment of the Bishop Paiute Tribe. The CEO is also responsible for the overall operations of programs and services provided by the Bishop Paiute Tribal Council.

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

Job Duties:

- Directs all aspects of staff administration and provides effective oversight of all programs and personnel, delegating responsibility and authority as necessary.
- Represents Tribal interests as directed by Tribal Council to the public/governmental and special interest groups.
- Assures that the Bishop Paiute Tribe's Departments are informed of Tribal Council priorities and provides Tribal Council updates on needs and opportunities of the Departments.
- Coordinates activities of the Bishop Paiute Tribe with local, Tribal, State, Federal and other agencies and organizations.
- Builds relationships among the Tribal Council, Department Directors and Staff members while motivating all to be effective team members of the Bishop Paiute Tribe and create an environment in which every employee is an essential and valued team member.
- Manages and supervises all departments for progress in achieving goals within available resources and provides leadership and direction to the development of short and long-range plans, including grant writing and fundraising.
- Represent the Bishop Paiute Tribe to the public through attendance at conferences, legislative meetings, social, cultural and community events.
- Develops and maintains systems of communication that keeps the tribal membership informed of projects, events and activities.
- Must become familiar with tribal communities and tribal members, while always being courteous and professional to them.
- Ensures compliance with all Tribal, Federal and State regulations as well as existing Administrative Policies and Procedures regarding operation, administration and financial matters.
- Works with Tribal Council to regularly review all Ordinances, Policies and Plans and amend as needed. Develops systems of communication throughout the Tribal Administration to support employee involvement in ongoing quality improvement efforts. Direct on-going research and planning to obtain information and community input regarding the social and economic needs of the communities served.

- Sets and directs employees toward future goals; monitors and evaluates personnel and program performance, while assessing the overall effectiveness and efficiency to produce positive and strong results.
- Collaborates with the Chief Financial Officer (CFO) in developing the annual Indirect Cost Proposal and annual budgeting processes, including but not limited to Departments and Tribal Council to develop budget priorities, and establish performance measures to ensure that funds are allocated in accordance with Tribal Council goals and priorities.
- Approves draft contract amendments or budget modifications as necessary and coordinate the final approvals with the Tribal Council.
- Ensures that all Federal contract and grant program funding agreements include prior approval from Council and calculation of indirect cost shortfalls and appropriate levels of program support.
- Submits bi-weekly reports to Tribal Council pertaining to Tribal Administration activities and/or provide emergency updates as needed or in response to specific requests from the Tribal Council.
- Ability to maintain confidentiality.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- Master of Business Administration, Master of Public Administration, Law Degree, or a relevant graduate field such as management, economics, is preferred and
- Eight (8) years + senior level management experience in Tribal Administration and grant management.
- Management experience in leading an organization with a minimum budget of \$35 million and a minimum employee size of 110 preferred.
- Fundraising, grant-writing, supervisory, and office administration experience as well as experience in developing and implementing budgets. Must be knowledgeable of Tribal Administration and possess integrity, have a high energy level and have organized work habits.
- Must have excellent interpersonal, supervisory and budgetary skills and be able to produce positive results while coordinating with subordinate Directors, Tribal contractors, attorneys and other key personnel.
- Experience in effective grant writing and be computer literate including MS Word, Excel, PowerPoint, and Outlook.
- Must demonstrate basic knowledge of principles and practices in the following administrative function: Employment Law, Fiscal operations, Audit preparation, financial management, Human Resources/Personnel, Property and Contract Management as part of team management responsibilities with Tribal staff/stakeholders.
- Experience and capability in planning and directing complex work projects (i.e., economic development projects, governmental contractual projects, construction management), and the ability to develop, present and gain acceptance for long-range program plans and budgets.
- Ability to work under pressure and adjust to adverse working environment.
- Adaptability/flexibility is key to this position.
- 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 a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must possess the ability to delegate effectively, to set realistic priorities, multi-task and perform other appropriate activities as directed by the Tribal Council.
- Must respond to challenges and resolve problems positively and resourcefully.
- Strategic and critical thinking.
- 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.

- *Interpersonal Skills*- the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Customer Oriented*—the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Adaptability*- the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- *Detail Oriented*- the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality assurance.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations.
- *Quality Management*—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment*—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- *Planning/Organizing*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Safety and Security*—the individual observes safety and security procedures and uses equipment and materials properly.
- *Analytical*—the individual synthesizes complex or diverse information.
- *Problem solving*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Delegation*—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- *Leadership*—the individual inspires and motivates others to perform well and accepts feedback from others.
- *Management skills*—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develop subordinates' skills and encourages growth.

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 may be required for training, meetings, conferences, presentations, and other events. 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.

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:* _____