



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Assistant Tribal Operations Manager
Department:	Administrative Services
Employment Status:	Interview with Executive Director and Chief Required
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Executive Director of Tribal Operations, Chief and Tribal Council

GENERAL DESCRIPTION:

The Assistant Tribal Operations Manager provides assistance and oversight to all Delaware Tribal Programs on behalf of the Executive Director of Tribal Operations, Chief & Council and acts as their liaison to the tribal employees. This is an at-will position serving at the pleasure of the Chief as well as being a political appointment of the Chief.

QUALIFICATIONS:

- Bachelor's degree in business administration, public administration, or other similar degree and/or five years management experience (tribal government experience preferred but not required).
- Requires a high level of personal integrity and ethics.

- Requires a high level of problem solving skills.
- Requires familiarity with grant writing, administration, and compliance with grant regulations.
- Requires familiarity with PL638 and the BIA.
- Requires familiarity with the concepts of project management.
- Requires familiarity with the concepts of budget development and compliance with Tribal budgets.
- Requires familiarity with planning concepts and processes including but not limited to program planning.
- Requires willingness and ability to learn new skills, including travel to conferences and training sessions.
- Requires ability to use Microsoft Office Suite programs as well as Microsoft Project.
- Requires good interpersonal communication and teamwork skills.
- Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES:

- Hiring and oversight of department director level employees of all tribal programs.
- Provides oversight to all tribal programs in planning and budgeting for Tribal Council approval.
- Communicates with the staff on behalf of the Chief and Tribal Council.
- Communicates with the Chief and the Tribal Council on behalf of the staff.
- Conducts regular staff meetings and compiles monthly, quarterly, and annual reports for the Chief and the Tribal Council.
- Ensures that all department directors are enforcing Delaware Tribal policies and procedures throughout the tribal programs.
- Approves all voucher/purchase requisitions for all tribal programs up to a certain amount.
- Provides program development for Tribal Council approval.
- Other duties as assigned by the Executive Director of Tribal Operations, Chief and the Tribal Council.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.