



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Executive Director of Tribal Operations
Department:	Administrative Services
Employment Status:	Exempt
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Chief

GENERAL DESCRIPTION:

The Executive Director of Tribal Operations (EDTO) provides oversight to all Delaware Tribal Programs on behalf of the Chief and the Tribal Council and acts as their liaison to the tribal employees. The EDTO is responsible for a diverse range of management and administrative functions including the daily operations and personnel management to special projects. The EDTO provides administrative support to the Chief and Tribal Council, including planning, research, communications, personnel, recordkeeping, and property management. Working with the Chief and the Tribal Council, the EDTO contributes to the development and implementation of organizational strategies, policies, and practices.

Essential Duties & Responsibilities

All of the following duties and responsibilities are subject to approval by the Tribal Council:

- Hiring and oversight of department director level employees of all tribal programs.
- Facilitate implementation of Tribal Council initiatives; measures achievements against objectives; and directs modification of plans as conditions warrant.
- Coordinate project management with program directors.
- Present regular reports on operations to the Chief and Tribal Council.
- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Development, implement, and review operational policies and procedures.
- Assist Human Resources with recruiting when necessary.
- Help promote a tribal culture that encourages top performance and high morale.
- Oversees budgeting, reporting, and planning for Tribal Council approval.
- Work with senior leadership in evaluating and further developing the various tribal programs.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the Tribal Council to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the tribe.
- Build alliances and partnerships with other organizations.
- Support employee communication with the Chief and Tribal Council.
- 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.
- Other duties as assigned by the Chief.

Education Requirements, Skills & Qualifications

- 4-year College degree in administration or related field or five (5) years executive management experience, with two (2) years in program administration or any equivalent combination of education and experience which provides the skills, knowledge, and ability necessary to perform the tasks.
- Tribal government experience preferred.
- High level of personal integrity and ethics.
- Organizational, analytical, and problem-solving skills.
- Considerable knowledge of management information systems.
- Familiarity with concepts and practices of personnel management.
- Knowledge of computers, word processors, and other office equipment.
- Ability to meet and deal effectively with officials of other organizations and the public.
- Flexibility required in days and hours available for work, including weekends.
- Ability to work effectively as a member of a team.
- Oral, written, and interpersonal communication skills.
- Ability to work independently and supervise a team.
- Demonstrated leadership ability and the possession of tact, integrity, and common sense.
- Familiar with budget development and compliance with Tribal budgets.
- Ability to prioritize and work in a fast-paced environment, meeting deadlines as required.
- Ability to handle confidential information in a discreet, professional manner.
- The ability to work in a constant state of alertness and in a safe manner.
- Possession of a current State issued Driver's License and clean MVR.
- Must possess a valid driver's license and have a clean driving record; may be required to drive GSA vehicle or tribal vehicle to meetings and/or trainings.

Work Environment

This position works mainly in an indoor, climate-controlled office setting. Must be able to work flexible hours when necessary or as directed. Must be able to travel between tribal facilities and outside the service area for meetings, trainings, and conferences. The noise level in the work environment is usually moderately quiet.

Physical Demands & Mental Competencies

While performing the duties of this job, the employee is regularly required to talk or hear, and sit at a desk working on a computer or completing paperwork. The employee may be required to occasionally walk, stand, climb, push, reach, grasp, kneel, stoop, and/or perform repetitive motions. The employee is regularly required to use hand to finger, handle, feel, reach with hands and arms, and smell. The employee must be able to regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

This employee must be able to concentrate for long periods of time; identify and apply appropriate, reliable, and verifiable measurements to analyze data for a given purpose and intended use; identify, access and apply relevant professional frameworks, standards, and guidance, as well as other information for analysis and to make informed decisions; and identify and utilize relevant technology and tools to analyze data, efficiently and effectively perform assigned tasks as well as support other competencies.

Other Duties

Please note the statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Duties, responsibilities and activities may change at any time with or without notice.

INDIAN PREFERENCE POLICY:

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

NOTE: Reviewed FLSA and the above position meets the appropriate classification guidelines.

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

Employee Signature

Date