

Please post



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Personnel Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



Position: **General Manager**
Supervisor: Quileute Tribal Council
Salary: DOQ/E
Closes: ****Open until filled**

RESPONSIBILITIES

The General Manager is directly accountable for the overall supervision and day-to-day management of the operations and affairs of the Quileute Tribe. The General Manager works directly with the Quileute Tribal Council and carries out their directives.

- Schedules and attends all Council and directors meetings, prepares all formal communications for Council approval
- Keeps Council informed on progress of all organization, including monthly reports to Council
- Manages staff based on tribal and departmental policies and procedures; including attendance, performance evaluation, salary and discipline
- Implements immediate and long range planning goals
- Acts at Council request as liaison between Council and external organizations
- Attends meetings, conferences and workshops (with Council approval)
- Monitors personnel policies and procedures
- Insures maintenance of Tribal records
- Facilitate communication between Council and program directors
- Other duties as assigned

SUPERVISION EXERCISED: Program and Administrative Directors of the Tribal Council
Administrative support personnel administration

EDUCATION/EXPERIENCE REQUIREMENTS:

BA in public administration or business administration is preferred. Five years of progressively responsible and successful administrative experience in government/non-profit environments including: policy development, planning, budget development, and working with federal, state and local agencies. Experience in Tribal operations is required. Must pass a criminal background and have a valid WA ST driver's license.

SELECTIVE LEADERSHIP ABILITIES/SKILLS

- Ability to excel in communications orally and in writing
- Ability to grasp and understand business concepts and issues
- Ability to influence others to perform their jobs effectively and to be responsible for decision making
- Ability to plan, organize and initiate programs
- Ability to prioritize and delegate when appropriate
- Ability to set priorities, make decisions, and complete tasks
- Ability to manage physical, monetary, and human resources
- Ability to follow and enforce all Quileute Tribal policies
- Ability to make critical decisions while following tribal procedures
- Ability to complete assigned tasks under stressful situations
- Ability to be culturally sensitive

****Priority consideration date: December 28, 2016 two week thereafter.**

Must adhere to Personnel Policies and Drug and Alcohol Policies.

Submit resumes, cover letter and QTC job application to:

Quileute Tribal Council
Personnel Department
PO Box 279
La Push, WA 98350

Obtain a job application at www.quileutenation.org

If the applicants have equal Qualifications, preference will be given to Quileute Indian applicants and other Native American and Alaskan Natives. Except as provided by the Indian Preference Act, Title 26 U.S. Code Section 472 & 473, there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, membership or non-membership in an employee organization.