



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources 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

The General Manager oversees, and is responsible for, the administrative operations of the Quileute Indian Tribe in accordance with Tribal policy, law, and the goals and initiatives of the Quileute Tribal Council. They are responsible for the overall planning, forecasting, and evaluation of the Quileute Tribe Administration programs and services. The General Manager is required to perform a variety of complex management and administrative functions. The General Manager is responsible for carrying out the listed essential functions and duties and must possess the following skills, abilities, and qualifications that follow.

ESSENTIAL FUNCTIONS

General Duties:

- Evaluates Tribal community needs, programs, policies and procedures, with the goal of providing the best possible customer service to our Tribal Membership.
- Successfully implement the directives and policies of the Tribal Council. When requested, assist the Tribal Council strategic planning and policy making.
- Work with the Tribal Council, legal counsel, and appropriate directors to develop, review, and revise policies and procedures for existing and new programs and services as need arises.
- Review documents drafted by departments for Council approval. Provide regular written reports to Tribal Council and maintain effective and efficient communication with the Tribal Council.
- Establish with the Council long-term and short-term organizational goals and objectives. Work with staff to prepare and submit annual strategic planning documents to incorporate into the Council's annual strategic implementation plan; ensure departments know and understand and try to accomplish the Council's long-term and short-term organizational goals and objectives. Review the goals/objectives with staff annually. Ensure staff submits progress reports to Council.
- Ensure staff operates programs efficiently and effectively and that goals/objectives are met on an annual basis.
- Represent the Quileute Tribe and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Members, and the general public.
- Treat Tribal Council, staff, Tribal Members and the general public in a respectful manner.
- Maintain positive staff morale.
- Ensure overall professionalism, effectiveness, and efficient management of staff.

- Attend meetings as requested by Tribal Council including but not limited to Tribal Council Meetings, special meetings, work sessions, administration meetings.
- Other duties as assigned by Tribal Council.

Supervisory:

- Supervise direct support, including but not limited to, Tribal Administration and Tribal Administration Directors.
- Ensure that the Quileute Tribal policies and procedures are followed; coordinate with staff to ensure that appropriate training, as opportunities and funding for such are available.

Budgeting:

- Manage and/or assist staff to manage existing department programs.
- Ensure fiscal accountability and responsibility. Ensure the Finance department provides accurate financial reports.
- Ensure that a financial report is given to the Tribal Council on a monthly basis, or as requested by the council.

QUALIFICATIONS

Education:

- Master's Degree in business administration or a closely related field is required.

Experience:

- Demonstrated budgeting experience with multi-million-dollar budgets.
- Previous experience directly supervising employees. Experience in a managerial capacity for a tribal government is required.
- Five (5) years of progressively responsible governmental experience, including tribal operations and multiple departments/programs
- A minimum of five (5) years of experience in direct supervision of management level staff.

Knowledge, Skills & Abilities:

- Demonstrated knowledge of the audit process and timelines
- Knowledge of self-governance funds, policies, and requirements
- Ability to balance competing priorities to achieve goals
- Ability to work independently, under pressure with minimal supervision
- Ability to comply with confidentiality requirements
- Ability to understand, analyze and interpret financial reports
- In previous employment, demonstrated ability to reliably produce meaningful solutions to relevant issues at hand.
- Excellent oral and written communications skills needed to interact with the Quileute Tribal Council, Tribal Government Staff, and Quileute Tribal Members
- Must have proficient knowledge and proven experience using a computer with Microsoft Office Programs.

Preferred Knowledge:

- A willingness to learn the Quileute Tribe's culture.
- Proven ability to not only to maintain the tribe's current programs and services for our membership but the ability to grow and create new programs that serve the inherent needs of the Quileute Tribe.

Other:

- Must be able to pass an extensive criminal background check.
- Must be able to pass pre-employment and random drug screenings, including for marijuana.
- Must complete all other necessary trainings as required by Tribal Council.
- All past job terminations must be disclosed.
- Release of Information must be signed by the applicant so a background check and verification of employment can be completed.
- Must maintain and possess a valid driver's license

COMPETENCY STATEMENT(S)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Decision Making - Ability to make critical decisions while following tribal procedures.
- Diversity - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type. Ability to be culturally sensitive.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Honesty / Integrity - Ability to be truthful and be credible in the workplace.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Presentation Skills - Ability to effectively present information publicly.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Comprehensive understanding of Tribal sovereignty.

Applicants must submit a Quileute Tribal Council Application, resume and cover letter which includes the following:

- Education and training course or program, school or organization, dates of attendance
- Work experience organization, position, dates, responsibilities and accomplishments
- References at least five with name, title, address and telephone number

Submit QTC job application resumes, cover letter to:

Quileute Tribal Council
Human Resources
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.