



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

General Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **General Manager**
Supervisor: Quileute Tribal Council
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

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 DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Evaluate 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 with 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 needs arise
- Review documents drafted by departments for Tribal Council approval
- Provide regular written reports to Tribal Council and maintain effective and efficient communication with the Tribal Council
- Work with Tribal Council to establish 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
- Inspire positive staff morale
- 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
- 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
- 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
- Other duties as assigned

SKILLS, KNOWLEDGE AND 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
- Ability to accept responsibility and account for his/her actions
- Ability to actively attend to, convey, and understand the comments and questions of others
- Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea
- Ability to grasp and understand business concepts and issues
- Ability to communicate in writing clearly and concisely.
- Ability to deal with others in an antagonistic situation
- Ability to make critical decisions while following tribal procedures
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type, and ability to be culturally sensitive
- Ability to demonstrate conduct conforming to a set of values and accepted standards
- Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions
- Ability to be truthful and be credible in the workplace
- Ability to influence others to perform their jobs effectively and to be responsible for making decisions
- Ability to effectively present information publicly
- Ability to complete assigned tasks under stressful situations
- Comprehensive understanding of Tribal sovereignty
- 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
- A willingness to learn the Quileute Tribe's culture

- Ability to not only maintain the Tribe's current programs and services, but the ability to grow and create new programs that serve the inherent needs of the Quileute Tribe

WORK ENVIRONMENT:

- Office setting

PHYSICAL DEMANDS:

- Sitting for prolonged periods of time at a computer and in meetings
- Some travel may be required

SUPERVISORY RESPONSIBILITY:

- Supervise Tribal Administration and Department Directors

QUALIFICATIONS:

Required Qualifications:

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

GENERAL INFORMATION:

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 should not be considered an all-inclusive listing of work requirements. 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.

Special Requirements: Must have and retain a valid Washington State Driver's License; please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will

be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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