



Smith River Rancheria Position Description

Title: Culture Department Director
Class: Management
Status: Full-time
Supervisor: Tribal Administrator
Effective Date: September 10, 2014

Department: (08) Culture
FLSA: Exempt
Pay Grade: X (\$24.78 - \$34.96)
Subordinates: Culture Department Staff
Grant Funded: Yes

Position Summary:

The Culture Department Director supervises, administers and coordinates the Tolowa Dee-ni' Waa-Tr'vslh-'a~ (Culture) Department including the Dee-ni' Wee-ya' (Language) Program, Tr'vm-dan' (Repatriation) Program and Tribal Heritage Preservation Office (THPO). Duties include, but are not limited to: supervision of department staff and consultant(s); preparation, submission and monitoring of budgets and financial expenditures; and preparation and delivery of program reports in accordance with Smith River Rancheria (SRR) and current grant guidelines. The Director ensures proper implementation and provides ongoing monitoring of all department programs and projects to ensure goals and objectives are met. The Director attends and participates in community and/or cultural activities as scheduled. The Director is a supervisor and delegates duties as needed. The Director is expected to be a catalyst in the building of community relationships and a collaborative leader. The Director oversees and identifies all department duties, responsibilities, and efforts to best represent the vision and goals set for the department.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities:

 include the following.

- Must commit to and maintain positive professional relationships within the Tribe and the community. Coordinate the collaboration of staff, consultant(s), committees and the community to facilitate department goals.
- Supervise department staff in completion of department goals through identified objectives.
- Work closely with the Dee-ni' Wee-ya' Committee, the Waa-tr'vslh-'a~ Committee, Tr'vm-dan' Committee and the Tribal Community to develop and implement department goals and identified objectives set forth by the SRR Tribal Council.
- Prepare and submit reports as required to the Tribal Council and other funding agencies and facilitate effective communication between staff, committees and Tribal Council.
- Director shall ensure compliance of programs and maintain appropriate documentation in accordance with SRR Tribal policies and procedures and funding agency requirements.
- Must periodically meet with Tribal Administrator.
- Must have basic computer skills and experience in Microsoft Suite, Adobe Suite.
- Communicate the vision and mission of the Tribe and the Waa-tr'vslh-'a~ Department to Tribal Community and interested stakeholders within the Tribal Community.
- Must participate in committees, meetings and all cultural specific functions that support the department and vision of the Tribe.
- Must be a role model and have the ability to teach Tolowa Dee-ni' language and heritage as needed.
- Must be willing to work a flexible schedule outside of the typical work week; work with diversified groups; and be willing to participate in additional training.

- Must be proficient in Tolowa Dee-ni' understanding, knowledge, language, culture and customs and be able to communicate Tolowa Dee-ni' values, heritage and language.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
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Supervisory Responsibilities:

The Director is a supervisor and delegates duties as needed. The Director oversees and identifies all department duties, responsibilities, and efforts to best represent the vision and goals set for the department.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be knowledgeable in Tolowa Dee-ni' language, culture and customs and be able to communicate Tolowa Dee-ni' values, heritage and language.
- Requires a Bachelor of Arts (BA) degree, with a minimum of two (2) years of related experience or an equivalent combination of education and experience.
- Proficiency in Adobe Suite, Microsoft Suite, Word.
- Possess and maintains a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work is generally performed indoors under office conditions.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____