Tolowa Dee-ni' Nation
Position Description

Title: Chief Executive Officer
Department: (01) Administration
Class: Management
FLSA: Exempt
Status: Full-time
Pay Grade: XV - XVI (43.98 - 69.52)
Supervisor: Tribal Council/Tribal Chair (when Council not in session)
Subordinates: Tolowa Dee-ni' Nation Executive Leadership Team
Effective Date: August 2015
Grant Funded: No

Position Summary:

Responsible for providing executive level leadership to the Chief Operating Officer and the Chief Financial Officer (Executive Leadership Team) as they implement, manage and carry out the operation of all programs, projects and contracts of the Tolowa Dee-ni' Nation. Chief Executive Officer has hiring and termination authority of Chief Operating Officer and Chief Financial Officer. Protect and ensure all assets and resources of the Tribe are safeguarded through management and financial best practices. Report to and implement policy decisions of the Tolowa Dee-ni' Nation Tribal Council.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation 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:

- Facilitate the preparation of the Tolowa Dee-ni' Nation Strategic Business/Master Plan.
- Engage external governmental and other agencies in comprehensive planning efforts to achieve maximum tribal member input and benefit.
- Executes the goals and objectives identified by the Tribal Council.
- Receive and review reports from Executive Leadership Team about administration activities, to ensure progress is being made towards achieving the mission-oriented goals and objectives identified by the Tolowa Dee-ni' Nation Tribal Council.
- Confers with Tribal Council and others on various operating, planning, economic development, financial and administrative matters; insures open communication among all staff.
- Proficiently modify or change management methodology mid-course, as required, to meet identified goals and objectives of programs and projects.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary by the Tolowa Dee-ni' Tribal Council.

Supervisory Responsibilities:

Responsible for setting the leadership atmosphere of the executive team in accordance with the Nation's objectives and goals. Ensure compliance with the Human Resources personnel policies of the Tolowa Dee-ni' Nation. Uses and promotes a consensus team approach to management and insures accountability throughout the workplace.

Minimum Qualifications:

- An advanced degree in related field preferred, but at least 10 years of senior management experience, preferably with tribal government; a track record of effectively leading an outcome-based organization, specific examples of operationalized strategies that have led to progressive organizational development.
- A track record of excellence in organizational management with the ability to coach staff, manage a complex multimillion dollar budget and multiple projects.
- Strong public relations skill and the experience to engage with a wide range of federal/state stakeholders.
- The ability to take action-oriented, entrepreneurial, adaptable and innovative approaches to planning, execution, and creation of partnerships.
- Ability to work effectively in collaboration and partnership with diverse groups of people and organizations.
- Experience in tribal gaming and/or Casino operations preferred.
- Highly skilled in leadership development, ability to motivate and empower others, to positively influence self-esteem and attitudes of others, ability to relate positively to diverse people in a variety of situations.
- Highly skilled in communicating effectively both orally and in writing.
- Understanding of the principles of Federal Indian Law, including sovereignty, the Federal Trust responsibility, Tribal-State Relation and Tribal self-determination.
- General knowledge of tribal operations, programs and services; federal and state laws that pertain to the Tribe.
- Experience in the planning and implementation of a complex, multi-layer array of program service, government support, and administrative components comprising a single organization.
- Knowledge of organizational operations, programs and services; policies and regulations pertaining to tribal operations, programs and services, budgeting and fiscal management; the principles of supervision and personnel practices.
- Knowledge of computer software and applications.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:
Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the Tribal Council, Tribal members, professionals or the general public. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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:
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 20 pounds and occasionally lift and/move 20 pounds.

Vision Requirements:
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).

Work Environment:
The noise level in the work environment is usually moderate, (examples: business office with computers and printer, light traffic).

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____