



Tolowa Dee-ni' Nation Position Description

Title: Chief Operating Officer
Class: Management
Status: Full-time
Supervisor: Chief Executive Officer
Effective Date: August 2015

Department: (01) Administration
FLSA: Exempt
Pay Grade: XIII/XIV (35.03 – 55.37)
Subordinates: Department Directors/Managers
Grant Funded: No

Position Summary:

Under the supervision of the Chief Executive Officer, incumbent is responsible for and will assist in the implementation of the Tribal policies and legislation. Directs and oversee, as assigned, the development of all Tolowa Dee-ni' Nation programs, plans, and budgets. Is responsible for providing supervisory oversight and leadership to the Tolowa Dee-ni' Nation Department Directors/Managers in the performance of their duties. Protect and ensure all assets and resources of the Tribe are safeguarded through management and financial best practices.

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:

- Provide leadership in the implementation of the Tolowa Dee-ni' Business Code and facilitate the development of the For-Profit and Not-for-Profit organizational documents.
- Confers with staff and others on various operations, planning, economic development, financial and administrative matters; reviews contracts, plans, reports, programs and procedures and provides directives/recommendation. Monitor and work to ensure open communication among all staff.
- Reviews reports, surveys, studies and database elements in order to keep abreast of information and significant findings that may impact the Tolowa Dee-ni' Nation. Shares such findings with the Chief Executive Officer and the Tolowa Dee-ni' Nation Tribal Council.
- Drafts policy statements, positions papers, resolutions and other documents for deliberation and action by the Tribal Council when needed. Confers with staff as the subject-matter experts on such programs, positions and studies when necessary.

- Supervises Directors/Managers and subordinate employees (as necessary) as assigned, including the assignment and review of work, evaluating performance, training, taking necessary disciplinary action and making hiring and termination decisions in accordance with the established Personnel Policies. Uses modern methodologies to promote a team approach to management and accountability throughout the workplace.
- Coordinates and works to identify economic development opportunities that assist the Nation in its goal of achieving economic self-sufficiency and self-determination.
- Incumbent performs job duties and responsibilities of the Chief Executive Officer in his/her absence.
- Investigate concerns and needs of Tolowa Dee-ni' Nation citizenry in conjunction with subordinate staff.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Responsible to carry out employee supervision in accordance with the Nation's policies and procedures for tribal governmental employees. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Uses and promotes a team approach to management and insures accountability throughout the workplace.

Minimum Qualifications:

- Advance degree preferred in Public Administration, Business Management, or related fields, and a minimum of at least seven (7) 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. One year of relevant work experience may be substituted for one year of required *education*.
- Preferred experience in tribal gaming compacts and Casino operations.
- Highly skilled in human 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.
- Ability to effectively present information and respond to questions from groups of managers, clients and the general public.
- General knowledge of tribal operations, programs and services; federal and state laws that pertain to the Tribe.
- 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.
- Ability to evaluate, appraise the effectiveness and quality of organizational operations, programs and services.
- Proven ability to plan, organize and direct the work of others to meet overall objectives and goals.
- 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, analyzes, and interprets 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. With 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: _____