

## **Tolowa Dee-ni' Nation**

### **Position Description**

**Title:** Administrative Analyst  
**Class:** Management  
**Status:** Full Time  
**Supervisor:** CFS Director  
**Effective Date:** January 2013\*

**Depart:** Comm. & Family Svcs  
**FLSA:** Exempt  
**Pay Grade:** VIII (\$19.55-\$27.58)  
**Subordinates:** Yes  
**Grant Funded:** Yes

#### **Position Summary:**

Under the general supervision of the CFS Director, the Administrative Analyst will assist the Director in the day-to-day management of the Community and Family Services Department. The Administrative Analyst is the primary liaison with Fiscal, Human Resources and other departments on administrative matters. Major responsibilities include assisting the Director in planning, design, implementation, evaluation and assessment of new and existing CFS programs and projects and supervision of administrative support staff. In addition to knowledge of Human and Social Services issues, this position requires expertise in management, professional development systems, organizational improvement, and shared decision-making on a variety of levels.

#### **Essential Duties and Responsibilities:**

- Aid in the development, implementation, monitoring and evaluation of program and department goals.
- Plan, develop, write and implement department policies and corresponding procedures and protocols.
- Assist in writing Memorandums of Understanding or Agreement (MOU/MOA) to foster and support interagency collaborations.
- Track, analyze and report Program and Project data, including, but not limited to:
  - The Adoption and Foster Care Analysis and Reporting System (AFCARS) data
  - Child Care Development Fund (CCDF) Annual Reports
  - Temporary Assistance to Needy Families (TANF) participation and workforce success data
  - Family Development Matrix (FDM) outcomes, by program and in aggregate
  - Grant project compliance: activities, budgets and reporting
  - Overall training plan(s) and individual staff development and training
- Conduct community needs assessments, market rate studies, and other client-driven surveys.
- Research funding opportunities in response to needs assessments and surveys.
- Assist in writing competitive and formula grant applications.

- Assist in development of program budgets, including special project and conference budget planning, with emphasis on the timely, efficient expenditure of grant funds.
- Review and approve program/project equipment, supplies, furniture and other resource acquisitions necessary to the success of the program or project.
- Maintain access to Tribal and community data for the purposes of planning and grant seeking.
- Attend staff, program, project meetings and conferences as directed and maintain written record of these meetings
- Temporary or permanent duties and responsibilities may be added to, or modified, as necessary to meet the needs of the Department.

**Supervisory Responsibilities:**

Supervises CFS Administrative Assistant, the Student Intern and the Program Technician. Provides supervisory duties in the absence of the CFS Director.

**Minimum Qualifications:**

- BA Degree in Social Services or related field, Public Administration or Native American Studies. Progressively responsible work experience in a similar occupation may be substituted for education requirement (two years of full time experience equals to one year of college).
- Two (2) years employment administering social services, general welfare and/or human services programs.
- A broad basic knowledge of program development, implementation and administration.
- Experience in budgetary analysis, principles and procedures.
- Ability to manage and oversee projects and grants
- Ability to write concise and informative reports.
- Ability to work in a work environment with time sensitive assignments.
- Proficient in MS Office and other computer skills.
- Must possess excellent organizational skills.
- Exceptional verbal and written communication skills.
- Present a professional demeanor.
- Ability to prioritize job duties to meet deadlines.
- Ability to work with coworkers, students, community, and outside agencies.
- Mature judgment and ability to work under conditions of minimal supervision.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

**Preferred Knowledge:**

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

**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.

**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 to practical situations. Ability to interpret and analyze financial data and budget.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

**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 use hands to finger, handle, or feel; reach with hands and arms, and talk or hear.

The employee frequently is required to walk and sit. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 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:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Additional Employment Conditions:**

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, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_