



Tolowa Dee-ni' Nation

Position Description

Title: Self-Governance Analyst
Class: Management
Status: Full Time
Supervisor: Self-Governance Director
Subordinates: Yes

Department: Administration
FLSA: Exempt
Pay Grade: 8-10 (\$21.14-\$37.79)

Position Summary:

Under the general supervision of the Self Governance Director, The Self-Governance Analyst (SGA) will assist the Director in the day-to-day management of the Self Governance Department. SGA will assist the Director in the assessment, analysis, development and implementation of various programs, services, functions and activities (PSFAs), projects and department divisions, as well as developing, securing and managing funding for programs within the Department.

Essential Duties and Responsibilities:

1. Aid in the development, implementation and monitoring of Department Goals.
2. Assist in budget preparation, reporting and monitoring.
3. Provide technical office support to the Department.
4. Develop, record and analyze Self-Governance related data pertinent to funding sources for the purposes of reporting and planning.
5. Analyze and prepare written and testimonial reports related to funding sources, governmental and non-governmental organizations and meetings.
6. Attend Compact/Health/BIA related meetings, conferences, etc. and provide written summaries of meetings.
7. Assist in unforeseen Compact related duties and responsibilities, as may be assigned.
8. Assist in the preparation of the Tolowa Dee-ni' Nation Governmental Strategic Plan and influence the community comprehensive planning efforts to achieve the maximum tribal benefit.
9. Design, develop and maintain database retrieval systems for PSFAs.
10. Track legislation pertinent to Tribe and draft position papers for Council consideration.
11. Coordinate the public information component of the Tribe including gathering facts and distributing them to the membership and media.
12. Produce printed and video material about the Tribe for dissemination to the public.
13. Responsible for organizing special events such as community events and awards ceremonies.
14. Assist in development, monitoring and compliance of Policies and Procedures for Tribal Government.
15. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
16. Other duties as assigned.

Minimum Qualifications:

1. Bachelor's Degree in Public Policy, Political Science, Journalism, Native American Studies, or Natural Resources Management.

2. 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).
3. A broad basic knowledge of program development, implementation and administration.
4. Experience in budgetary analysis, principles and procedures.
5. Ability to manage and oversee projects and grants
6. Ability to write concise and informative reports.
7. Ability to work in a work environment with time sensitive assignments.
8. Highly developed computer skills.
9. Well-developed organizational skills.
10. Excellent verbal and written communication skills.
11. Shall present a professional demeanor and maintain a priority system in accepting other job duties as assigned.
12. Ability to work with coworkers, students, community, and outside agencies.
13. Mature judgment and ability to work under conditions of minimal supervision.

Supervisory Responsibilities:

As the Self-Governance Department expands the need for supervision of programs and staff will develop.

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 and/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 fingers, handle, and feel; reach with hands and arms. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position could require occasional overnight travel. Could require the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

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

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. Work is usually performed in a typical office setting with moderate noise. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

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

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____