

**SAUK-SUIATTLE INDIAN TRIBE
JOB DESCRIPTION**

Job Title: General Manager
Reports To: Tribal Council
Supervised By: Tribal Chairman
Status: Salaried
Approved By: Tribal Council
Approved Date: December 2019 (SSTC Res#12/40B/2019)

Summary: Assists the Tribal Council in developing, communicating, and implementing the Tribal Council's strategy and vision to foster the social and economic advancement of the Sauk Suiattle People; to preserve the Sauk Suiattle cultural resources and cultural identity and heritage for the benefit and welfare of the Tribe's members and to secure justice, freedom, and the political independence of the Sauk Suiattle Indian Tribe. Oversees budget development, forms partnerships and hires a team that is motivated to constructively move the organization into the future providing a strong governmental service structure for the membership. Promotes a positive organizational culture and work environment that emphasizes that our tribal people are important and appreciated. Supports team-building among staff and the senior management team. Manages the organization's capital and drives the growth of the organization within the operations systems set out by Tribal Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
STRATEGY AND VISION

- Will have strategic and operating management responsibility for all aspects of the organization including department integration, fund raising, operations, recruiting, and financial management
 - Will have authority to approve Position Descriptions submitted by Department Directors that fall within the approved Tribal Operations Flowchart
 - Will have authority to bring new positions for approval to Tribal Council to be added to the Tribal Operations Flowchart
 - Will submit Position Descriptions of proposed and vacant Department Directors for the Tribal Council Approval
- Ensures that the Tribal Council and the departments receive timely budget reports from Finance
- Provides leadership, coordination, facilitation, and supervisory direction in the development of short- and long-range plans for tribal administrative program development.
- Responsible for providing strategic leadership throughout the tribal organization by working with the Council, Department Directors, and staff to establish long-range goals, objectives, strategies, plans, and policies.
- Provides leadership and management expertise to assure that the mission and core values of the Tribe are put into practice.

- Collaborates with Department Directors and/or Program Managers to develop and implement plans for the operations infrastructure of systems, processes and personnel implementation to achieve the Tribe’s goals and objectives.
- Makes presentations to Tribal Council, Tribal Council designated boards, and committees.
- Prepares and submits to the Tribal Council routine reports of organizational activities to assure progress towards organizational goals and objectives.
- Communicates official plans, policies and procedures to staff when necessary.
- Shall be adaptive, flexible, and diligent in ensuring the success of all the office of the Tribal Government.

Organizational Work Environment

- Works to preserve and promote the culture, traditions, and history of the Sauk—Suiattle Indian Tribe.
- Monitors the organizational work environment for openness, work ethics, and morale.
- Fosters a success-oriented, accountable environment within the tribal government structure
- Seeks legal review for appropriated documents, contracts, and transactions from the Office of Legal Counsel.
- Promotes constructive and success-orientated problem solving among the tribal government staff.
- Will prepare and give an annual report to General Membership Meeting on the Tribal Government Organizational Yearly Review
- Will ensure monthly, quarterly, and/or annual reports and narratives to funding agencies in complete in a timely manner.

Team-Building

- Responsible for leading of all Department Directors and staff following enacted personnel policies, approved scopes of work, and approved position descriptions within the Sauk-Suiattle Organizational Flow Chart.
- Effectively manages the human resources of the Sauk-Suiattle tribal organization according to authorized personnel polices and procedures that conform to current applicable laws.
- Provides applicant screening for Director positions for review and selection
 - Screening assessments will be made on the basis of applicants who meet basic qualifications for the posted vacancy and ranking criteria derived from the approved position description, Indian Preference, and other preferences defined by the Sauk-Suiattle Indian Tribe.
- The General Manager shall also be responsible for formally documenting for the termination of Department Directors which shall be finalized through the Tribal Council approval.
- Works to build trust among employees and ensure that employees know what is expected of them.
- Motivates and leads the management team
- Responsible for encouraging department directors to implement a quarterly team building exercise
- Will organize at least one government wide team building event once a year

- Manages, administers, and supervises the Sauk-Suiattle Administrative Organization including all departments, agencies, and offices of the Tribe to achieve the goals within available resources.
 - Oversees the planning, organizing workloads, and staff assignments
 - Trains, motivates and evaluates assigned staff
 - Reviews progress and directs changes as needed.
 - Conducts performance evaluations of the Department Directors and coordinates their professional development plans

Capital Allocation

- Work closely with Department Directors, Program Managers, and key employees during the annual budgeting
- Works closely with Program and Department Directors for fund raising and maintain positive relationships with funding agencies.
- In collaboration with the Comptroller advises the Tribal Council, Treasurer, and the Tribal Council of financial conditions and current and future tribal needs.
- The General Manager and the Comptroller will make monthly reports on the financial status of the Tribe’s operations to Tribal Council – this includes but is not limited to investments, savings, major acquisitions, tax collections, and spend down patterns for program budgets
- Has contracting authority for the purchase of goods and services in an amount not to exceed \$10,000.
- Oversees and ensures that the comptroller effectively discharges their assigned responsibility in grants and contracts are performed within budget, monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Ensures that all enacted policies and ordinances are faithfully adhered to and consistently applied
- In the event of either unexpected or expected absence, will serve as the head of one or more departments of Tribal Government until the position is filled by new hire or appointment to the program or may delegate.

SUPERVISORY RESPONSIBILITIES

Shall have direct supervision over Department Directors and will exercise supervisory management over all staff of the Administrative Department within the scope of delegated authority.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge skill, and/or ability required.

- 3 – 5 years of upper management supervisory skills. Tribal management preferred
- Skilled experience with computer software – MS Office; Excel; Outlook; Power Point; Publisher; and other specialized software used by the Sauk-Suiattle Indian Tribe in the management of its resources and services.
- Knowledge of community-based research methods – demographics; assessments; strategic planning; community-based action planning; organizational systems development and problem solving.
- Experience reviewing and developing work products initiated on a contractual basis – housing; research; legal, etc.
- Experience writing internal controls and policies and procedures to govern the activities of the organization.
- Knowledge of “exclusive jurisdiction” and tribal self-determination philosophy as it applies to Tribal development strategies.
- Considerable knowledge of modern policies and practices of public administration; working knowledge of finance, human resources, public works, public safety, and community development.
- Skilled in preparing and administering budgets; skilled in planning, directing and administering programs.
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, tribal officials and the public; ability to efficiently and effectively administer a tribal government.
- Substantial problem solving to devise solutions with address organizational processes needing improvement, or potential shortcomings in a changing regulatory environment.
- Reasonable accommodations may be made to enable individuals with disabilities to person the essential functions.

EDUCATION AND EXPERIENCE

- Four-year degree in one of the following: business, law, public administration, communication, planning or related field is required. A Master’s Degree is preferred.
- Five (5) years of experience of successfully managing and supervising programs.
- Demonstrated experience and track record managing a budget of a least \$5 million.
- Demonstrated experience and understanding of federal grant and contract rules and regulations.
- Demonstrated experience and understanding of direct and indirect contract support costs
- Demonstrated experience of program development and organizational planning
- Demonstrated experience in supervising a multifunctional staff of diverse programs and services which are regulated by Tribal, State, and Federal internal guidelines.

SPECIAL REQUIREMENTS

Must be bonded and insured within 3 months of mutually accepted job offer.
 Must pass all background checks. Must be capable of maintaining confidentiality.

PERSONAL ATTRIBUTES

- Able to create an open environment for all levels of the organization.
- A decisive individual who possesses a “big picture” perspective, but willing to roll up their sleeves and do whatever it takes to get the job done without being overly hierarchical.
- Possess good networking skills and contacts
- Ability and influence in written and oral communications
- Be a team oriented, collegial, and collaborative
- Assess own strengths and weaknesses; pursues training and development opportunities
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MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required.

COMPUTER SKILLS

To perform this job successfully, an individual is required to be proficient in the latest version of Microsoft Office software.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Washington State driver’s license required. First Aid/CPR/Blood Born Pathogens training required.

Physical Demands/Work Environment:

The physical demands and work environment 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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands and fingers, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive:

This position requires an awareness and deep appreciation of tribal traditions, customs and socio-economic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and sound judgment in handling sensitive issues.

Drug Free Workplace:

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

Background Check:

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES