



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: DEPUTY DIRECTOR

SUPERVISOR: CHIEF EXECUTIVE OFFICER

SALARY RANGE: \$41.40 -\$45.70 DOE/DOQ HOURLY

NATURE OF WORK: The Director of Administration at the direction of the Chief Executive Officer will direct and oversee aspects of the administrative support services staff. The Deputy Director will manage a multi-faceted program that requires knowledge of grant compliance, understanding laws and regulations, extensive research and reporting, strong administration and organizational capabilities, personnel management skills, managerial leadership capacity and extensive work in public administration, community development and planning.

REPRESENTATIVE JOB DUTIES:

1. Collaborates with all management staff to identify and deliver the required administrative support operations for the organization.
2. Maintains the organization's administrative policies and procedures manual.
3. Serves as a member of the organization's key administrative decision-making and planning body.
4. Work in support of the Tribe's Managers, Facilities and Administration to develop consistent best practices for delivering tribal programs.
5. Work closely with direct reports to identify, evaluate, and address employee relations, morale, work performance, development and productivity opportunities and concerns.
6. Provide regular analysis and evaluation regarding office operational opportunities and issues, as well as industry and competitive conditions.
7. Plan and implement short- and long-term organizational strategies in areas of responsibility to maximize office operational efficiencies. Regularly evaluate support functions and updates processes and procedures as necessary.
8. Serve as a consensus builder to ensure consistency in the delivery of high-quality support and services and the application of best practices across all offices.
9. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

The successful candidate must possess strong leadership skills, analytical and strategic thinking abilities, a talent for finance and budgets, ability to multi-task, and superior interpersonal skills. The Deputy Director should streamline operations, ensure that administrative functions run smoothly, eliminate wastage, and improve our organization's service delivery.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Public Administration, Business Management or related field, Master's Degree preferred, with a minimum five years' experience as a lead within an organization.
2. Professional background that includes administrative operational leadership.

3. Must be bondable.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Must be able to work in a team environment.
6. Strong organizational, communication and interpersonal skills required.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
8. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____