



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

PLEASE POST

POSITION TITLE: DEPUTY DIRECTOR

SUPERVISOR: CHIEF EXECUTIVE OFFICER

OPEN: OPEN UNTIL FILLED

SALARY: \$41.40 -\$45.70 DOE/DOQ HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: 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. Collaborates with all management staff to identify and deliver the required administrative support operations for the organization. Maintains the organization's administrative policies and procedures manual.

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. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
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

Behavioral 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.

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

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

8/22/2022