
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Chief of Staff

Reports To: Tribal Council

Location: Happy Camp with travel to other offices

Salary: \$90,000 - \$120,000 DOE

Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: The Karuk Tribal Council delegates responsibility for management of the day-to-day operations to the Chief of Staff. He or she shall be enabled with the authority to carry out this responsibility in accordance with the direction and policies established by the Council. The Chief of Staff provides direction and guidance to the Tribal Council as they carry out various governance functions.

Under guidance from the Karuk Tribal Council the incumbent is responsible for the effective and efficient administration of overall tribal operations and serves as the principal operating executive for implementation of all Tribal policies, procedures, strategic planning efforts and legislative directives. He or she shall be responsible for the direct oversight of Karuk Tribal Management Staff as directed by the Tribal Council. Directs and oversees the development of all the Karuk Tribe's programs, plans, and budgets in close coordination with key program and administrative staff. Incumbent will provide supervisory duties and leadership to the Karuk Tribal Management Team in the performance of their assignments as well as issue directives designed to accomplish the goals and objectives as set forth by the Tribal Council. Incumbent must be innovative and show initiative in identifying the need for action by the Karuk Tribal Council to develop or revise policies and procedures. Incumbent is accountable for achieving Council goals and objectives and for compliance with policy directions.

Application Deadline: August 14, 2017 @ 5 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: dlbernal@karuk.us

Position Description

Title: Chief of Staff

Reports to: Tribal Council

Supervises: The following Directors: Information Technology Director, Planning/Grant Writers, Human Resources Directors, Construction Manager, TANF Director, Transportation Director, Land Management Director, TERO Director, Contract Compliance Specialist, Education Coordinator, DNR Director, People Center Coordinator, and Judicial Systems Director; other Directors as assigned.

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Responsibilities:

1. Shall meet with the Tribal Council in regular and special meetings; provides information and/or reports regarding tribal operations, services and programs; advises Tribal Council in their deliberations on planning, policies and/or laws/ordinances. Responsible for the implementation of policies and procedures approved by the Tribal Council.

2. Confers with staff and others on various operations, planning, economic development, governance development, financial and administrative matters; plans, reports, programs. Insures open communication and sharing among all staff.
3. Reviews and develops correspondence for the Chairperson and Tribal Council, drafts policy statements, positions papers, and other documents for deliberation and action by the Tribal Council when needed.
4. Shall evaluate, measure, and maintain staff performance and morale; ensure his or her team coordinates its efforts and that they are goal and budget driven.
5. Shall review, develop, implement, revise and enforce Karuk Tribal policies and procedures.
6. Shall provide critical evaluation of programs and projects proposed by the Council and/or staff.
7. Shall provide managerial assistance to the Chairperson of the Karuk Tribal Council for the effective and efficient operation of the Council support and administrative program components. Ensures that staff carries out directive and policies of the Council.
8. Shall chair and work with the management team and develop meeting agendas in close coordination with the Tribal Council and insures attendance of appropriate staff and guests.
9. Shall provide advocacy services with outside Tribal, federal, state and private agencies and attend meetings pertaining to funding and program expansion.
10. Under the supervision of the Tribal Council, shall work with the Office of General Counsel to coordinate, communicate and represent the Tribe regarding any issue that impacts and/or affects Tribal self-governance or Tribal sovereignty.
11. In coordination with Tribal Council, shall participate in annual Compact Negotiations.
12. Shall review, analyze and report on legislation and other actions affecting any aspect of the Tribe's Health Services Program, Bureau of Indian Affairs Programs, and other Tribal programs as needed.
13. Shall work closely with all Federal, State, Local, and other entities that might affect the ability to carry out the terms of all Compacts and/or Contracts agreed to by the Tribe.
14. Shall establish and maintain a close working relationship with other Indian Health and BIA entities, such as the California Rural Indian Health Board (CRIHB).
15. Shall provide relevant written material to the Chief Financial Officer that relates to the fiscal aspects of the Tribe's administration of all programs and departments.

16. Shall work closely with the Office of General Counsel in coordinating legislative strategy, policy review, risk assessments and data gathering.

Qualifications:

1. Must demonstrate the ability to bring about strategic change, both within and outside the Karuk Tribe to meet the Karuk Tribe goals. Inherent to this qualification is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. Must possess the ability to lead people toward meeting the Karuk Tribe's vision, mission and goals. Inherent to this qualification is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. Must be results driven. This qualification involves the ability to meet the Karuk Tribe goals and the Tribal Member expectations. Inherent to this qualification is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing programs, and calculating risks.
4. Must demonstrate accountability, customer service, decisiveness, problem solving, and technical credibility.
5. Must have the demonstrated ability to resolve conflicts while maintaining professionalism.

Requirements:

1. Bachelor's degree with seven (7) years' experience in supervisory management of diverse programs with a demonstrated track record of increasing organizational capacity and efficiency through implementation of innovative leadership skills. Advanced degree or certificate in a field related to Business Administration or Public Administration may be substituted for up to two (2) years required experience.
2. Must be organized, timely, and flexible enough to adapt to evolving work duties;
3. Must have ability to establish effective and efficient working relationship with Tribal Council, Tribal Members, Tribal Staff, and the general public;
4. Must possess strong public relation skills, communicate effectively, and have ability to provide public presentations;
5. Must have the ability to gather, assemble, and analyze facts, draw conclusions and devise solutions to management problems;

6. Must be able to work independently with minimal supervision;
7. Must be able to operate computer system and office equipment efficiently;
8. Must maintain an effective government to government relationship with Federal, State and County agencies on behalf of the Tribe;
9. Must possess extensive knowledge of constitutional principles, Indian legal and jurisdiction issues, such as P.L. 93-638 as amended;
10. Must possess a valid drivers' license, good driving record, and be insurable by the Tribe's insurance carrier;
11. Must be available to attend Tribal conferences, in-services, training opportunities and Tribal business meetings;
12. Must be able to maintain confidentiality.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: August 3, 2017

Chairman's Signature: _____ **Date:** _____

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

Note: employee must sign position description annually, during their evaluation.