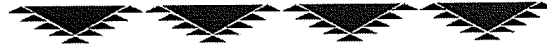

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

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

The Karuk Tribe is now accepting applications for the position of:

Title: Director of Administrative Programs and Compliance

Reports To: Tribal Council

Supervises: Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developers

Location: Happy Camp, California

Salary: \$50,000 to \$60,000, depending on experience

Summary: As a member of the Tribe's Management Team, the Director of Administrative Programs and Compliance will assist the Tribal Chairman in ensuring that all contracts and grants are managed in accordance with specified terms and conditions, Tribal policies and procedures and the Code of Federal Regulations (CFR). The Director of Administrative Programs and Compliance is a key participant in the Tribal programs' budgeting process. Shall provide direct supervision to the Education Program Coordinator, Low Income Assistance Program Administrator, and Grant Writer and Resource Developers.

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

Application Deadline: 5pm August 29, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@karuk.us

The Karuk Tribe's (TERO) Preference, Drug & Alcohol Policy apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

POSITION DESCRIPTION

Title: Director of Administrative Programs and Compliance

Reports To: Tribal Council

Supervises: Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developers

Location: Happy Camp, California

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

Responsibilities:

1. Shall review all requests by Tribal Departments to enter into professional service contracts, partnership agreements, government to government agreements, memorandums of agreement/understanding, and other documents as assigned; approves or disapproves forwarding to Council for consideration and monitors those contracts, agreements for compliance with tribal and applicable policies and procedures.
2. Shall review all requests by Departments to submit grant and contract applications to potential funding sources for compliance with Tribal policies, procedures and consistency with Tribal program's purpose including monitoring to ensure that grant and contract applications are consistent with the Tribe's mission and for potential conflicts of interest.
3. Shall assist Tribal Departmental staff in the procurement and pre-award and post-award process of construction contracts including reviewing contractual documents for compliance with funding agency requirements.
4. Shall review contracts and grant awards assigned by the Chairman to this position. Reviews post award requirements and coordinates with Department Directors for the completion of all pre award requirements, if any.

5. Shall work in conjunction with Tribal Departments and programs to coordinate accurate, timely fiscal and program reporting to Tribal, federal, state, and private contracting/granting entities. Shall oversee preparation of financial reports according to contract/grant terms and conditions, obtains narrative reports from Tribal departments and programs and oversee process for requests for advances and reimbursements (“drawdowns”).
6. Shall serve as Project Officer for Housing and Urban Development (HUD) Block Grants and Community Services and Development (CSD) Block Grant Programs including all reporting and planning responsibilities.
7. Shall maintain files of assigned contracts and grants. Prepares files for annual audit.
8. Shall maintain files of contracts and grants and prepares and participates in any programmatic audits required by funding agencies.
9. Shall assist Chairman or designee in preparing for and responding to inquiries from official representatives of contracting/granting agencies as well as Tribal, federal, state and other auditing personnel.
10. Shall review expenditures of Tribal contracts and grants for compliance to grant/contract terms and conditions. Will monitor compliance with Office of Management and Budget Circulars A-87, A-133, and 24 CFR Part 85 and 24 CFR Part 85 as well as other appropriate tribal policies.
11. Shall prepare and obtain all documentation required to close out each assigned contract or grant.
12. Shall prepare files of closed out contracts/grants for storage in accordance with Tribal policies and procedures and with requirements of contracting/granting entities.
13. Shall provide direct supervision to the Education Program Coordinator, Low Income Assistance Program Administrator, and Grant Writer and Resource Developers.
14. Shall oversee annual internal programmatic reviews/audits on Tribal programs. Shall review findings and recommendations. Shall conduct follow up as necessary and/or required and report on progress to Tribal Council.
15. Shall draft all assigned administrative policies for review and comment by appropriate staff and Council. Shall be responsible for incorporating recommendations into draft policy and presentation to Tribal Council for approval.
16. Shall participate in Tribal, Federal, State, and local government meetings and related sub-committees and workgroups for the purposes of Emergency Response Planning and Disaster Preparedness.
17. Shall coordinate required updates to the Tribe’s Natural Hazard Mitigation Plan and FEMA Administrative Plan.
18. Shall participate in strategic planning, policy development, and training of staff to implement the Karuk Tribe’s Emergency Response Operations Plan.

19. Shall review annual Indian Health Services Sanitation Deficiency Systems list. Shall brief Tribal Council on status of projects. Shall work cooperatively with appropriate Tribal Staff and agency representatives to rank projects in order of priority for approval by Tribal Council.
20. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
21. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions, demonstrated ability to use computerized accounting software as well as data and word processing programs as professional tools.
5. Knowledge of Tribal organizational structure, reporting relationships, lines of authority and fiscal management responsibilities highly desirable.
6. Training and/or experience in negotiation based communications and conflict resolution processes; demonstrated ability to communicate in a clear, appropriately assertive and tactful manner.
7. Demonstrate abilities to initiate and follow through on complex financial management tasks, manage time well and meet deadlines.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess an AA Degree with emphasis in accounting and/or financial management OR three years experience in contract/grant management, accounting, and or financial management.
3. Must possess a minimum two years experience of direct supervision of employees.
4. Must possess a minimum two years of construction project management experience.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. Must successfully pass a drug screening test and criminal background check.

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.

Revised: 11/4/03, 4/24/05, 1/24/08, 12/2010, 4/19/11

Chairman's Signature: _____

Employee's Signature: _____