

## Vacancy Announcement

- Title:** Deputy Director of Administration and Development
- Reports To:** Director of Natural Resources and Environmental Policy
- Location:** Department of Natural Resources, Orleans
- Supervises:** Administration and Development Branch staff as assigned
- Salary:** \$63,000-\$73,000 depending on qualifications, experience, and funding availability
- Classification:** Full-Time Regular, Exempt
- Summary:** Incumbent assists the Director of Natural Resources and Environmental Policy (Director) with high level direction and oversight of the Department of Natural Resources (DNR) Administration and Development Branch. Position helps oversee the development and maintenance of departmental budgets, grant proposals, funding agreements and administrative processing of such. Position takes a strategic approach in the direction of departmental development actions and activities with a focus on strategic planning, long term sustainability, donor engagement, and facilities/fleet management/expansion. This position supervises managers/coordinators and manages contractors of the Administration and Development Branch as designated.

### **Application Deadline: August 26, 2021 at 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888,  
Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

- Title:** Deputy Director of Administration and Development
- Reports To:** Director of Natural Resources and Environmental Policy
- Location:** Department of Natural Resources, Orleans
- Supervises:** Administration and Development Branch staff as assigned
- Salary:** \$63,000-\$73,000 depending on qualifications, experience, and funding availability
- Classification:** Full-Time Regular, Exempt

**Summary:** Incumbent assists the Director of Natural Resources and Environmental Policy (Director) with high level direction and oversight of the Department of Natural Resources (DNR) Administration and Development Branch. Position helps oversee the development and maintenance of departmental budgets, grant proposals, funding agreements and administrative processing of such. Position takes a strategic approach in the direction of departmental development actions and activities with a focus on strategic planning, long term sustainability, donor engagement, and facilities/fleet management/expansion. This position supervises managers/coordinators and manages contractors of the Administration and Development Branch as designated.

### Responsibilities:

1. Shall assist Department Director in overseeing the development and closeout of grants, agreements, contracts, compacts and associated administrative procedures.
2. Shall assist the Department Director in overseeing the development and maintenance of outreach and sustainability planning actions and activities.
3. Shall assist the Department Director in overseeing the development, maintenance of strategic planning documents, position descriptions and equitable pay strategies.
4. Shall assist the Department Director in overseeing fair and consistent program and policy delivery.
5. Shall assist Department Director in covering administrative oversight duties when Director is in travel status or otherwise absent.
6. Shall attend priority meetings, conferences, symposia, etc., which have relevance to the administration and development of DNR.

7. Shall maintain communication and coordinate with Tribal, Agency, community groups, and NGO partners as relates to the DNR Administration and Development Branch.
8. Shall participate on the Tribe's Management Team in the absence of the Director, as well as on select committees, boards, and/or intergovernmental councils, as appropriate and priorities allow.
9. Shall cover administrative duties of other Department deputies on vacation or assigned to collateral duty during emergency assignment.
10. Shall oversee the development and presentation of departmental newsletter submissions and other outreach materials.
11. Shall manage strategies related to the reassignment of roles, or redistribution of funds during times of staffing shortages or in times of staff turnover.
12. Shall supervise/oversee management/coordination staff and contractors assigned to the DNR Administration and Development Branch.
13. Shall serve as principal contact with primary oversight and departmental signatory authority in the absence of the Director.
14. Shall maintain a priority system in accepting and/or delegating additional duties as assigned.

**Qualifications:**

1. Must have extensive knowledge of and experience in the development, maintenance, and implementation of administrative policy and procedure.
2. Must have the ability to work effectively with Tribal people, agency personnel, and non-governmental partners in culturally diverse environments.
3. Must have the ability to manage time well and work under stressful conditions with an even temperament.
4. Must have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Must meet or exceed education or experience requirements for the position.
6. Must have extensive knowledge of government to government and internal communications and management processes.
7. Must have excellent communication, personnel management and supervisory capabilities.
8. Must be skilled in oversight of grant and report writing, initiation of review processes, and submission requirements.

**Requirements:**

1. Experience and/or education
  - a. A Master's Degree in Business Administration, Native American Studies,

Communities and the Environment, English, the Natural or Political sciences or related field; and four (4) years' experience in a natural resources or political sciences related field, with three (3) years of supervisory experience is preferred; or

- b. An equivalent combination of experience and education on a 2:1 ratio will be considered.
- 2. Must have extensive experience interpreting and carrying out administrative policies and procedures.
- 3. Must have ability to read and interpret laws regulations and policies relating to situations that may arise through intergovernmental communication and coordination.
- 4. Must have demonstrated experience in grant writing, budgeting, and possess extensive technical writing/mathematic skills
- 6. Must have the ability to operate effectively when assigned to a remote work environment.
- 7. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
- 8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
- 9. Must possess a valid driver's license, be insurable by the Tribe's insurance carrier, and have reliable transportation.
- 10. Must be able to manage time well, navigate stressful interactions, and dissolve situations potentially leading to an unhealthy and unproductive work environment.
- 11. Must be willing to travel to meetings, workshops, training, and conferences as needed.
- 12. Must be available after hours to help resolve time sensitive issues as they arise.

**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 4, 2021

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_