



THE COQUILLE INDIAN TRIBE

OPEN UNTIL FILLED, FIRST CONSIDERATIONS JULY 14, 2017

Job Title: EXECUTIVE DIRECTOR
Department: Tribal Administration
Reports to: Tribal Chairperson/Council
FLSA Status: Exempt
Salary Grade: (18) \$94,051 to \$184,104, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

POSITION SUMMARY

The Coquille Tribal Council delegates responsibility for management and day-to-day operations to the Executive Director, and he or she has the authority to carry out these responsibilities in accordance with the direction and policies established by the Council.

Under guidance of the Coquille Tribal Council the incumbent oversees the Tribe's administrative departments and technical services/programs exclusive of Legal and Finance, providing leadership, strategic direction, and vision in managing the administrative operations of the Coquille Tribal government; works with senior management to periodically review and execute the organization's mission, core values and strategic operational plans. Provides effective and efficient administration of overall tribal operations, serves as the principal operating executive for implementation of the Tribal policies and legislative directives.

DUTIES AND RESPONSIBILITIES

1. Meets 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 development of Tribal policies and regulations necessary to implement Tribal ordinances and applicable federal law. Is responsible for the implementation of policies and procedures approved by the Tribal Council.
2. Consults regularly with department and program management, report on performance and accomplishments; determines effectiveness and department service delivery to other programs, tribal entities and the general public; regularly communicates department accomplishments to the Tribal Chairperson and the Tribal Council; conducts surveys, studies, research, etc., to analyze, assess, and respond to identified Tribal management system needs; conducts management meetings to discuss progress, problems and solutions, barriers and opportunities and to share innovative ideas and approaches applicable to the enhancement/improvement of management systems.
3. Participates in Federal, Tribal, Regional and State organizations, commissions, task forces and groups to promote tribal programs, services and/or activities; develops plans and strategies to implement and carry out specific legislative and policy directives of the Tribal Council.
4. Prepares or causes to be prepared, resolutions, contracts, budgets, reports, policy statements, position papers and other support documents as needed or requested by the Tribal Council.

5. Champion an in-depth understanding and promotion of Tribal Sovereignty in all initiatives, programs, objectives, and communications. Implement public relations/media strategies which promote general knowledge of Tribal Sovereignty, culture, programs, and activities.

SUPERVISORY RESPONSIBILITIES

Supervises Deputy Executive Director, Managers, Directors, and administrative employees exclusive of Legal and Finance, including assigning and reviewing work, evaluation performance and training. Per established tribal policies and procedures makes termination decisions and takes necessary disciplinary actions. Uses and promotes a team approach to management and insures accountability throughout the workplace.

MINIMUM COMPETENCIES

1. **LEADING CHANGE:** The ability to bring about strategic change within the organization to meet Tribal goals. Inherent to this qualification is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

- a. Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
 - b. Understands and keeps up-to-date on local, tribal, state and national policies and trends that affect the Coquille Tribe; is aware of the organization's impact on the external environment.
 - c. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
 - d. Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
 - e. Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.
2. **LEADING PEOPLE:** The ability to lead people toward meeting the Coquille Tribe's vision, mission, and core values. 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.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

- a. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Tribe.
 - b. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
 - c. Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
3. **RESULTS DRIVEN:** The ability to meet Coquille Tribal goals and tribal member expectations. Inherent to this qualification is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Problem Solving, and Technical Credibility

- a. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work as needed. Accepts responsibility for mistakes.
- b. Anticipates and meets the needs of both internal and external customers. Is committed to continuous improvement.
- c. Makes well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

- d. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
 - e. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
4. **BUILDING PARTNERSHIPS:** The ability to build partnerships internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, tribal governments, or national organizations to achieve common goals.

Leadership competencies: Partnering, Political Savvy, Influencing/Negotiating, Developing networks and Building Alliances.

- a. Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
 - b. Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
 - c. Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
5. **TRIBAL ADMINISTRATION:**
- a. Demonstrated experience designing and implementing tribal programs.
 - b. Demonstrated ability to work at the executive level to facilitate collaboration at the Federal, State, and local levels. Must be able to work cooperatively with diverse partners, interests, and viewpoints to achieve consensus on goals and objectives.
 - c. Ability to give expert programmatic and managerial leadership and to direct the work of a large group of diverse program directors to ensure they work together effectively and efficiently. Must exhibit an exceptional knowledge of supervisory and managerial practices.
 - d. Demonstrate understanding of the principles of Federal Indian Law including Sovereignty, Federal Trust responsibility, Tribal-State Relations and Tribal self-determination.

The above statements reflect the general duties and required knowledge, skills, and abilities considered necessary to describe the principle functions of the job and shall not be considered a detailed description of all the work requirements that may be inherent in the job. In addition, the Executive Director shall perform any other responsibilities assigned by the Tribal Council.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED QUALIFICATIONS

1. Bachelor's Degree in Business Administration or closely related field with five (5) years' work experience as an Executive Officer with a tribal organization, mid-size corporation or municipal government. May substitute ten (10) years of experience as an Executive Officer with a tribal organization, mid-size corporation or municipal government for the above education and work experience.
2. Excellent oral and written communication skills.
3. Sufficient computer literacy to use word processing, spreadsheet presentation, and database software to produce correspondence, documents, and reports as required by the position.
4. Travel required
5. Valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.

Visit www.coquilletribe.org for an application

Or

Contact HR at 541-756-0904.

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459