

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: General Manager

EXEMPT: Yes	JOB CODE: 1-OL T-7
SALARY LEVEL: Negotiable/Contract	SHIFT: 8:00 TO 5:00
DEPARTMENT: General Manager	LOCATION: Bldg 12
REPORTS TO: Makah Tribal Council	

SUMMARY: This position is located in the General Operations of the Makah Tribal organization. The General Manager is the authorized manager for all Makah Tribal Council governmental operations. The General Manager is responsible for the daily operations for all programs authorized by the Tribal Council, to develop strong an effective management structure, short and long term plans and strategies necessary to provide for the long term stability and welfare of the Makah Tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

DELEGATION OF AUTHORITY

The Makah Tribal Council, by written resolution, may delegate to a Tribal General Manager the responsibility for the overall administration and management of all Tribal activities and programs pursuant to the Operations Manual. Such delegation shall be specifically identified in the Notice of Appointment of the General Manager and in the duties and responsibilities assigned to the General Manager.

Tribal administrative, program, and operational personnel shall recognize and comply with the administrative authority of the General Manager. Administrative and program staff shall be responsible to, and report to, the General Manager on all issues. Failure by Tribal administrative and operational personnel to recognize the organizational authority of the General Manger as identified in section 1.2 of the Financial Operations Manual shall be cause for appropriate disciplinary action by the General Manger against such individuals.

ADMINISTRATIVE AUTHORITY AND RESPONSIBILITY the General Manager shall fulfill the following general objectives and shall utilize the positions description of the General Manager and the procedures specified in the this description.

Provide administrative supervision over all Tribal administrative activities.

Provide programmatic and operational supervision over all Tribal programs and operations activities.

Supervises and is primarily responsible for, administrative activities including, but not limited to, personnel management, procurement, property management/accountability, financial management, office operations, and compliance with all administrative requirements.

Supervises, and is ultimately responsible for, all tribal program activities. Provides assistance to directors of programs and activities in all phases of management, including recommendations for resolving management problems and compliance with program requirements.

Provides for personnel development through training sessions for administrative and program staff to help personnel understand the administrative, program management, and operations processes.

Establishes planning for needed program grants, contracts, and Tribal activities, and establishes procedures for obtaining initial funding and refunding.

Insures development of accurate budget and cost estimates for administrative and program activities and, through Tribal Treasurer, makes recommendations to the Tribal Council for action on budget and cost matters.

Provides monthly reports on administrative and program activities to the Tribal Council through the Chairman.

Works cooperatively with the Council Secretary, Tribal Treasurer, and other offices reporting directly to the Council, to assist those offices in fulfilling their duties and responsibilities.

Provides administrative support services to the Tribal Council, Tribal Officers, and various Tribal Committees.

Performs such other duties as may be assigned by the Tribal Chairman.

The Tribal Council may delegate to the General Manager administrative authority and responsibility in accordance with these policies and procedures. The General Manger shall be under the functional supervision* of the Tribal Council, subject to the general direction** of the Tribal Chairman.

*Functional supervision is defined as: The Tribal Council furnishes broad general policy and administrative area.

** General Direction is defined as: The Tribal Chairman specifies the general objectives of Tribal administrative policy.

FUNCTIONAL RESPONSIBILITIES the duties and responsibilities of the General Manager include, but are not limited to, the following:

Provides necessary information to the Council for effective program monitoring and evaluation, and is responsible for implementation of Council policy.

Assists the Council in the conduct of their duties and responsibilities by providing direct staff support in policy formulation, program development, and program evaluation.

Meets with program directors weekly to review issues related to their respective areas of responsibility, and assists in resolving those issues not requiring Council action.

Responsible to the Tribal Chairman for his/her day-to-day activities, and to any individual Council member who has been assigned to specific program or issues by the Council which requires the General Manager's direct assistance.

Ultimately responsible to the Council for the budget formulation process.

Responsible for communicating to individual administrators Council actions which directly relate to the administrator's area of responsibility. Responsible for communicating to the Council issues identified by the administrators as requiring Council action or discussion. (Administrators shall not take such issues directly to the Council).

Serves as a representative of the Tribal Council when directed or authorized.

Provides services to the Makah Tribal membership by serving as a direct point of contact for requests for assistance or information by Tribal members. Assists the Tribal member in identifying the proper administrator, program, or department, which has the responsibility for providing the needed service, and assists in initiating contact. (Such requests for assistance shall not be taken to the Council until after being evaluated by the General Manager).

Responds in writing to requests for assistance or information from Tribal members; furnishes copies of request and answer to the Tribal Council when appropriate.

Serves as an administrative liaison for the Council to various regional and national Indian organizations, State and Federal agencies, and elected and appointed governmental officials.

Attends all Tribal Council meetings unless specifically excused by the Council.

Reviews, analyzes, and provides pertinent information to all Council members regarding any and all current federal or state legislation which could affect the Makah Tribe.

All duties and responsibilities of the General Manager are subject to review and revision by the Tribal Council.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree and/or related experience in business administration or related field. At least five years experience in management and administration; must be very knowledgeable in finance and budgeting as well as information management. Must be experienced in organizational planning.

Must have a thorough understanding of Indian treaty rights and issues.

Must have a thorough understanding and appreciation of Tribal sovereignty, especially as it relates to other units of governments.

Must have the ability to communicate effectively with Tribal members, other Indians, the general public, and elected or appointed local, State, or Federal officials.

Must have a record of demonstrated accomplishments and leadership in managing complex organizations, as well as strong interpersonal skills. The ability to anticipate and plan strategically in constantly changing federal state and tribal environment is critical. A commitment to serving a culturally diverse population is essential.

OTHER SKILLS AND ABILITIES

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council

Human Resources

P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: December 3, 2018

CLOSE: January 8, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.