

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Chief of Staff

EXEMPT: Yes

TARGET SALARY: \$31.15/DOQ

PROGRAM: Makah Tribal Council

REPORTS TO: Makah Tribal Council

JOB CODE: N/A

SHIFT: Flex

LOCATION: 81 Resort Drive

SUMMARY: Provides information and analysis for the Makah Tribal Council on policy and economic issues and is responsible for coordinating all activities of the Tribal Council as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include 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.

Provide consultation to the Council in the development, operational success, and financial stability of the Tribe's strategic priorities and enterprise opportunities.

Work with Council to develop Tribal priorities and assists with developing a plan to achieve priorities.

Complete a broad variety of administrative tasks for the Tribal Council including: managing an extremely active calendar of appointments and meetings while ensuring the Council's schedule is followed and respected; arranging multiple detailed group travel itineraries, securing meeting spaces when needed and reconciling the associated expense report; and preparing official correspondence on behalf of the Council.

Ensure the Council is prepared for meetings/conferences by compiling detailed reports or position papers prior to the event.

Assemble and organize information on external events and how they affect the Makah Tribe. Develop policy position papers for Tribal Council as requested.

Analyze data gathered, develops information, and considers available solution or alternate methods of proceeding.

Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Council, including those of a sensitive nature.

Organize and document findings of studies and prepare recommendations for the Makah Tribal Council.

Ensure ongoing monitoring of Tribal projects while providing critical feedback to Council.

Understand and interpret policy, philosophy, and procedures of regulatory bodies that affect the Makah Tribe.

Forecast issues that may affect the treaty rights of the Makah people and identify potential areas of tribal rights endangerment.

Work closely with lobbyists and may testify approved materials at federal and state committee meetings, scheduled public hearings, Tribal Consultation meetings and other forums where the Tribe's interests may be advanced.

Provide clear, accurate data to Council demonstrating each program or projects performance against their goals.

Offer guidance as to how to improve systems in place or provide alternative ways to meet goals.

Analyze how proposed actions by the Makah Tribe may affect other associations and alliances.

Track federal and state laws and regulations for the Makah Tribal Council.

Provide orientation for new council members on policy issues of the Makah Tribe.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to Natural Resources Policy Analyst and future Policy Analysts. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year College or University and 5 years of experience working for a Tribal organization is required;

Or

Master's Degree in Public Administration and 3 years of experience working for a Tribal Organization is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of legal policies, regulations and case records.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for the position.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Must have knowledge Makah History, culture, and traditions.

Must have knowledge of legislative process.

Must have strong administrative and organizational skills.

Must have the ability work under pressure, meet deadlines consistently, and handle multiple projects.

Ability to maintain a high level of confidentiality.

Must have working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, calendars, and other programs.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

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 25 pounds.

WORK ENVIRONMENT

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 an Application for employment with supporting documentation to:

**Makah Tribal Council
Personnel Office
71 Makah Bay Drive**

**OPEN: March 9, 2020
CLOSE: April 3, 2020**

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, section 472 and 473.