

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Deputy General Manager

EXEMPT: Yes

TARGET SALARY: CONTRACT

PROGRAM: General Manager

REPORTS TO: General Manager

JOB CODE: 1OL-T3

SHIFT: 8:00 to 5:00

LOCATION: Bldg. 12

SUMMARY: The General Manager may assign the incumbent specific functional responsibilities. The primary role of an executive role is to facilitate tribal success. This assumes that the incumbent anticipate how actions will affect the tribe as a whole, subordinate the interests of assigned functional areas to that of the tribe as a whole and fully cooperate with other tribal employees in the development of strategies and plans to achieve the tribe's goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Other duties may be assigned.

Accordingly, the primary accountabilities for a tribal executive area as follows:

- ◆ Provide service to tribal members
- ◆ Competently manage the assigned functional area or areas; develop, monitor and maintain budgets for assigned functional areas
- ◆ Demonstrate leadership in responding to carry out Makah Tribal Council initiatives, as delegated by the Makah Tribal Council
- ◆ Work as a team member with other tribal employees and assisting them as needed in carrying out their goals
- ◆ Assure all assigned staff aligns with Makah Tribal Council decisions.
- ◆ And a broad range of other duties as assigned by the General Manager

Primary Functional Role

Periodically survey the community for its perception concerning the public services on which they depend; determine effectiveness of services, and develop plans to improve such services within the context of a limited budget; utilize tribal commissions and panels to obtain feedback and ideas in all assigned functional areas; develop and maintain an aggressive tribal volunteer effort in order to expand services which minimizing costs; provide for mechanisms for tribal members to voice complaints concerning services and if justified to see that their complaints are corrected with a minimum of bureaucratic procedural steps.

DELEGATED AUTHORITY:

Responsible for all programs and functions authorized by the General Manager, and to assist in developing strong and effective management structure, short-and-long term goals for the benefit of the Makah Tribe.

Serves as the second-in-command in the management of the daily operations of the Tribal Organization.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 9 Managers in the Organization. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

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 technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. Must be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

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 10 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 an Application for employment with supporting documentation to:

**Makah Tribal Council
Human Resources
71 Makah Bay Drive**

**OPEN: December 22, 2020
CLOSE: January 29, 2021**

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.

ELIGIBILITY REQUIREMENTS: Employees who have at least one year of service with the Tribe and not currently on probation are eligible to apply for in-house promotions.

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.

