



Cow Creek Government Office

Position Description

Position Title: Tribal Programs Officer

Department: Administration

Reports To: CEO

FLSA Designation: Exempt

POSITION PURPOSE:

Under the direct supervision of the Tribes Chief Executive Officer (CEO) and Tribal Administrator the Tribal Programs Officer provides leadership, oversight and coordination of multiple departments that report under tribal operations. Duties and responsibilities include formulating policies, managing daily operations, supervising staff, and resolving operational problems/issues. The Tribal Programs Officer also works closely with the Human Resources Department to maintain a productive workplace culture and environment. The Tribal Programs Officer is responsible for managing the daily operations of assigned Tribal departments and programs, including all contracts and grants administration.

ESSENTIAL FUNCTIONS:

- Ensures Tribal programs are effectively managed with respect to overall goals and objectives established by the Tribal Board of Directors and CEO including goals and objectives identified in strategic planning documents and strategic initiatives.
- Ensures Tribal programs are effectively managed within the scope and purpose of grants and agreements awarded to the Tribe on behalf of Local, State, federal, and private entities.
- Coordinates department head/director meetings to review policy directives and obtains progress reports on a monthly basis. Evaluates the effectiveness of programs, identifies administrative problem areas, prescribes and monitors corrective action plans.
- Delegates appropriate authorities and establishes clear roles and responsibilities to Department directors in order to facilitate efficient program operations.
- Remains apprised of recommended policy changes from Human Resources Management to keep Tribal Personnel policies up to date. Interviews, and recommends the hiring of key personnel and department heads of the Tribe.
- Prepares, implements, and reviews annual department/program budgets with directors; approves subsequent modifications; and, monitors and evaluates assigned department and program budgets. Assures that general funds programs, indirect cost proposals, and contract and grant proposals are submitted in compliance with Tribal and Federal guidelines, policies, and procedures.
- Coordinates an administrative review process for all approved grants to ensure directors submit financial and program reports to grant agencies in a timely and efficient manner
- Interfaces with grant agencies and Tribal management personnel to ensure programs are managed in compliance with applicable regulations and Tribal policies and operating procedures governing

personnel, finance, contracting, administration, records, facilities, and property. Takes corrective action when fiscal, contracting, personnel, or other administrative problems are identified.

- Maintains effective working relationship with representatives from local, state, federal, and Tribal agencies and organizations which interphase with Tribal departments and programs.
- Attend meetings as requested by The Tribal Board of Directors and CEO including but not limited to Tribal Board meetings, general council meetings, special meetings, work sessions, administration meetings, and departmental meetings
- Provides reports regularly to the Tribal Board of Directors concerning the status of all assignments, duties, projects and functions of the various programs and activities, assists in establishing programs objectives and meeting deadlines, preparing resolutions, contracts, budgets, reports and other support documents as needed.
- Performs other related duties as directed by the CEO.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

Must demonstrate knowledge of principles and practices in the following administrative functions: Employment Law, Fiscal operations, Audit preparation, Financial Management, Human Resources/Personnel, Property and Contract Management.

Must have experience and capability in planning and directing complex work projects, and the ability to develop, present and gain acceptance for long-range program plans and budgets.

Must be computer literate, be bondable, have excellent analytical, oral, written and organizational skills, and have working knowledge of current Tribal and Federal laws and regulations.

Comprehensive understanding of Tribal sovereignty

QUALIFICATION STANDARDS:

Education:

Bachelors Degree in Business Management or equivalent required

Experience:

A minimum of five years in an administrative capacity and/or combination of education, training, and experience in community development, business management, supervision, and administration equal to five years of successful experience as an administrator or in a position of equal responsibility.