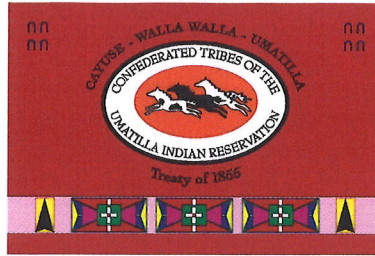


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



REVISED
POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Deputy Executive Director (2 positions)

SALARY: Pay Range: 20
\$176,862.36 - \$206,213.16 annual
DOE/DOQ

DEPARTMENT: Office of the Executive Director

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon,
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Background check required.
Exempt

SUPERVISED BY: Executive Director

OPENING DATE: February 10, 2025

CLOSING DATE: March 10, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Supports the Executive Director (ED) in day-to-day operations, and at times acts on behalf of the ED in his/her absence. Assists to plan, organize, coordinate and manage programs, as well as facilitate and assist in the development of departmental goals, objectives, and budgets in support of the ED and the Tribes. Will directly

or indirectly manage up to eight CTUIR Department Directors, and support tribal programs to ensure timely, consistent and effective execution of departmental functions.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Assist the Executive Director in the implementation of policies, laws and budgets of the CTUIR as adopted by the Board of Trustees.
2. Serve as the Acting Executive Director in the absence of the Executive Director and in order of succession with delegated authority to negotiate, execute, sign and modify grant and contract documents which implement programs, activities and functions and delegated signatory authority for all agreements that are necessary for the successful implementation of the departments/program work.
3. Assist the Executive Director in carrying out the day-to-day government and administrative affairs of the CTUIR consistent with the policies, laws and budgets.
4. Assist the Executive Director in reporting to the Board of Trustees on policy level issues utilizing appropriate CTUIR program and staff.
5. As a member of the Office of Executive Director, must be able to work collaboratively in a team environment with the Executive Director, Deputy Executive Director and administrative staff.
6. Responsible for oversight and supervision of Department Directors to ensure development of appropriate work plans and assigned tasks, compliance with relevant contract provisions, regulations and laws, and policy and long-term planning directives of the Board of Trustees and Executive Director.
7. Assist the Executive Director with budget development and implementation to ensure accurate projections of revenue and expenditures, and recommend budgets for operations, investments and revenues, including short- and long-term tribal goals and economic self-sufficiency as directed by the Executive Director. Implement and authorize expenditures in accordance with Fiscal Management Policies and approved budgets.
8. Assist the Executive Director in ensuring procurement of necessary goods and services to carry out the policy and planning directives of the Board of Trustees and Executive Director, in accordance with the Fiscal Management Policies, budgetary limits and directives established by the Board of Trustees.
9. Responsible for ensuring proper hiring, supervision, and disciplinary actions of personnel pursuant to the policies and procedures approved by the Board of Trustees in the CTUIR Personnel Policies Manual (TPPM).
10. Assist the Executive Director with management liaison services with the Chief Operations Officer or Executive Directors of the other CTUIR entities (Cayuse Holdings, Nixyáawii Community Financial Services, Yellowhawk Tribal Health Center, Wildhorse Resort and Casino) and the Bureau of Indian Affairs Umatilla Agency Superintendent.
11. Responsible for reporting regularly and frequently to the Board of Trustees on the status of Tribal projects, departments, programs, and any issues, concerns, and accomplishments of the CTUIR staff of those departments and programs.
12. Assist the Executive Director with overall organizational structure of CTUIR governmental departments and make recommendations for necessary changes in the structure to ensure effective delivery of services, in accordance with adopted policies, laws and budgets of the CTUIR.
13. Assist the Executive Director with conducting departmental reorganizations consistent with the process set out in the TPPM and to make efficient use of all human and financial resources, integrated programs and services, effective coordination and avoidance of duplication.
14. Assist the Executive Director in developing rules and regulations governing tribal government and administration.
15. Assist the Executive Director to ensure codification of all legislative acts of the Board of Trustees within the Tribal Codes.
16. Assist the Executive Director with ensuring that minutes, resolutions, codes and all other associated records of the Board of Trustees and the CTUIR are properly maintained.

17. Responsible for being familiar and knowledgeable of CTUIR Codes and Policies. Assisting the Executive Director with ensuring that the required reviews of enacted Tribal laws and policies are conducted on a regular basis and recommend additions and changes to the Executive Director for Board of Trustees approval.
18. Assist the Executive Director in emergency operation authorities as delegated.
19. Assist the Executive Director to ensure that legislation, regulations, initiatives, and other matters that may impact CTUIR interests and operations are monitored and reported to the Board of Trustees. Assist in ensuring that appropriate plans, strategies and actions are developed and implemented to address such matters and that appropriate CTUIR staff and lobbyists are consulted in these matters.
20. Assist the Executive Director in planning and goal setting and ensuring implementation of such plans and goals as directed by the Executive Director and Board of Trustees. Assist with regular reporting to the Board of Trustees on progress made toward achieving goals.
21. Assist the Executive Director with carrying out administrative functions in support of CTUIR commissions and committees, such as the provisions of administrative support services for such advisory bodies, or other duties as assigned, as expressly directed by the Board of Trustees in a Tribal policy, law or budget.
22. Responsible for assisting the Executive Director with producing strategic planning products at multiple time scales, including one, two, five and 10-year timeframes, assisting with annual planning retreats, review and approval of departmental annual work plans, responsive to applicable Tribal Comprehensive Plan elements, timely submittal of work plans and budgets to the Executive Director for review and comment, and annual work plan and budget reviews with the Board of Trustees.
23. In conjunction with the Executive Director, leads in the areas of performance improvement, organizational excellence, communications and workforce development, among others and as assigned.
24. Other duties as assigned by the Executive Director

Supervisory Responsibilities

1. Responsible for management and supervision of assigned department directors and administrative support staff as directed by the Executive Director and the tribal government organizational chart; including employee career development opportunities, hiring/termination, performance review, training, compensation, and disciplinary actions of assigned department directors.
2. Implements and enforces adherence to administrative and personnel policies and procedures in accordance with the Tribal Personnel Policy Manual (TPPM).
3. Assists and oversees departmental expenditures, as assigned.
4. Maintains comprehensive knowledge of all departmental functions.
5. Organizes and coordinates departmental functions and Management Team meetings, as appropriate.

SUPERVISORY AUTHORITY: Direct supervision of Department Directors and Support Staff as specified by the Executive Director.

SIGNATORY AUTHORITY: Purchases up to an amount \$25,000; grant management, internal review authority, personnel documents, travel forms and specific public safety documents related to operations.

ACCESS TO SENSITIVE AREAS: Tribal, state and federal case files and other criminal data bases.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. A Bachelor of Arts or Bachelor of Science degree from an accredited college or university and at least ten (10) years successful director or manager experience with clearly demonstrated progressive levels of responsibility and authority in a tribal government, non-profit, or state/federal agency;

OR

A Master's degree from an accredited college or university and at least five (5) years successful director or manager level experience with clearly demonstrated progressive levels of responsibility and authority in a tribal government, non-profit, or state/federal agency.

2. Requires extensive professional knowledge of the principles, practices, and procedures of modern tribal government administration, organization and operation.
3. Demonstrated ability to successfully develop and manage budget and fiscal matters and comply with funding requirements.
4. Demonstrated ability to build strong relationships and work effectively with a wide variety of individuals.
5. Demonstrated ability to communicate effectively and to make public presentations to diverse groups including upper management, employees, committees, a legislative or governing body such as the Board of Trustees (BOT), and the general public.
6. Demonstrated ability to work with and advise upper management or a governing body by providing accurate and quality information that enables them to make sound decisions and/or develop sound policy.
7. Demonstrated, consecutive ten (10) year work history of contributing to a positive and productive work environment by providing constructive criticism and proactive communication with co-workers.
8. Demonstrated ability in strategic planning, establishing priorities, and developing Annual Work Plans.
9. Must have a clear understanding of and ability to develop and manage budgets to achieve program goals.
10. Knowledge of principles of proposal writing, budget preparation, and needs assessment.
11. Must have working knowledge of tribal government and business accounting, auditing standards/practices.
12. Demonstrated ability to appropriately follow codes, policies and established procedures.
13. Demonstrated ability to effectively manage multiple operations, functions and budgets.
14. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
15. Must have the ability and interest to greet the public and handle difficult situations on the phone and in person in a professional and courteous manner.
16. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
17. Must have extensive knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
18. Considerable knowledge of general office practices and procedures.
19. Individual must be highly organized and have good prioritization skills.
20. Must be able to operate office machines (copiers, printers, scanners, etc.).
21. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to work long hours during emergencies and disasters to coordinate emergency management services.
2. Ability to sit for long hours at a computer using a keyboard and mouse.
3. Ability to sit for long hours in automobiles and airplanes for travel to conferences, seminars, and training.
4. Ability to respond and work in adverse weather conditions.

5. Must perform various administrative or supervisory job duties indoors and outdoors for public safety incidents.
6. Ability to lift up to 25 pounds of records or other material in storage containers/totes/boxes, over the head.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences
The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 429-7180 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: Kathryn Burke, Director, Office of Human Resources


Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date